

Redundancy Notice Form

This **redundancy notice form** serves as formal notification of redundancy and outlines severance pay arrangements to ensure clear and transparent communication.

Employee Details

Employee Name:

Employee ID/Number:

Job Title:

Department:

Date of Notice:

____ / ____ / ____

Redundancy Notification

This notice is to confirm that your position at **[Company Name]** is being made redundant effective **[Date]**. This decision has been made following a review of our operations and is in no way a reflection of your performance.

Severance Pay Details

The following severance compensation will be provided in accordance with company policy and relevant laws:

Description	Amount/Duration
Notice period pay	[e.g., 1 month's salary]
Statutory severance pay	[e.g., 2 week's pay per year of service]
Unused annual leave payout	[e.g., Amount for X days]
Additional financial support	[If applicable, specify]
Total severance payment	[Total Amount]

All amounts are gross and subject to applicable taxes and deductions.

Next Steps

- Return all company property by your last working day.
- Arrange an exit interview with Human Resources.
- Contact HR for questions regarding redundancy or severance payment.

Acknowledgement

I acknowledge receipt of this redundancy notice and the severance pay details outlined above.

Employee Signature:

Date:

____ / ____ / ____

HR Representative Signature:

Date:

