Date

**Company Name**

ABN 00000000000

ADDRESS

SUBURB, STATE, POSTCODE

Phone: 1300 123 456

**Private & Confidential**

Employee Name

Address

Suburb, state, postcode

Dear “employee name”,

Termination of Employment-Redundancy

The purpose of this letter is to confirm the outcome of a recent review by Company name of its operational requirements and the impact this will have on your role as position title.

As discussed with you during the meeting with attendee with position title on Date, the position of position title is no longer required. This is in no way a reflection on your performance. As part of this review, we have looked across the business for other suitable positions for you, and unfortunately there are currently no suitable vacant positions available, that are comparable in skills and stature to your current role.

Based on your length of service, your contract of employment and the National Employment Standards, your notice period is notice period length, which will be paid in lieu. You will also be paid any outstanding annual leave and long service leave entitlements you have owing to you. This payment will be made on or before the next usual pay day after your last day of work. Your last day of work will be recorded as Date.

In accordance with the provisions of National Employment Standards, you will also be paid a redundancy payment of number designated amount weeks and all annual leave and long service leave accruals you have owing to you.  This payment will also be made on or before the next usual pay day after your last day of work and your last day of work, as above.

We remind you of your obligations regarding confidentiality and the requirement that you not divulge to another person, firm or company, any information relating to company name, its employees or its clients, or any of the commercial, including financial, information of company name which you may have acquired in the course of your engagement with company name.  It is also a requirement that you not make any comments on social media or other platforms about company name.

Please return to the company name all property belonging to the company in your possession, custody or control, including, but not limited to any property mentioned above, intellectual property, mobile telephones, vehicles, computers, keys, data storage devices, cards, documents, diaries, records and papers, reports, working papers, training manuals, equipment, computer information and programs and all copies of such items.

If you have any questions regarding the above, please do not hesitate to reach out.

We thank you for your valuable contribution during your employment with us and wish you every success in your future endeavours.

Yours sincerely,

**Name  
Position  
Company Name**