**Letter 5 on headed paper – Confirming redundancy**

Use this model letter when you wish to formally notify an individual employee that his or her position is redundant.

[Sender's name]
[Sender's address]
[Sender's town]
[Sender's postcode]

[Recipient's name]
[Recipient's address]
[Recipient's town]
[Recipient's postcode]

Date

Dear

**Parish Review 2013**

Following our recent meeting with you regarding the review of your role within the parish (insert date), I now write to confirm the outcome.

As you know, we have been consulting on the redundancy situation that has arisen in the Parish and your post was identified as being at risk of redundancy. I am sorry to now confirm your selection for redundancy and to advise that we are financially unable to offer you any suitable alternative work.

This letter gives you [ ] weeks' notice of the termination of your employment. You will be required to work only part of this notice period up to and including (insert day and date). Your last day of employment will therefore be (insert day and date).

You will not be required to work during (insert month or the remainder of your notice period) and the parish will make a payment in lieu of the remainder of your notice period to you.

**Or**

You will be required to work the remainder of your notice period however during your notice period you are entitled to take a reasonable amount of paid time off work to look for alternative employment and attend job interviews. Please let me know in advance before taking such time off.

You are entitled to a statutory redundancy payment of £[ ], which will be paid to you with your final instalment of pay.

**[The following paragraph is optional**

In addition, we will be making you an additional payment of £500 (maximum) as a contribution towards outplacement support. The provider can be of your choice. Please let me know which outplacement provider you have chosen and on receipt of their invoice to you we will reimburse you £500 towards the overall cost. If you have any queries about this payment, please do not hesitate to speak to me.]

I must advise you that you can, if you wish, appeal against the Parish’s decision to select you for redundancy. You should do so in writing within one week from receipt of this letter to [name of someone more senior). You will then be invited to an appeal meeting so that the basis of your appeal can be discussed and considered.

Finally, on behalf of the Parish and the PCC, I would like to take this opportunity to thank you for all your effort and contribution over the past [ ] years. Please accept our very best wishes for your future.

Yours sincerely,

[Name & Title]

For and on behalf of INSERT CHURCH NAME