**Sample Letter of Advice – Redundancy**

**Personal & Confidential**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As you know, a recent review within the (Institute/Department/Section) has identified a number of areas that require change in order to provide the most appropriate services for our clients and to operate more efficiently.

Because of these changes, I regret to inform you that your current position has been identified as surplus to the needs of the (Institute/Department/Section). I am therefore advising you that your employment will cease as of (date 8 weeks from the date of the letter) and that an eight-week transition period will apply from the date of this letter.

Your severance entitlements applying from (same date as in the previous paragraph) outlined in the attached Redundancy Policy. Also attached are the Institute’s Redeployment and Retraining Policies.

During the next eight weeks [TAFE] will be working with you to try to match your skills, qualifications and work history with internal job vacancies or in preparation for external job seeking.

The Human Resources Department is available to help you prepare an up-to-date curriculum vitae and other job change assistance. The officer responsible for your case is (name). He/she will contact you to make an appointment as soon as possible to discuss the redundancy process. This will include any options available regarding redeployment, working out the notice period, leave entitlements and payment in lieu.

During this period, you will be granted reasonable leave with full pay to seek advice, counselling and/or investigate alternative job offers.

Any relevant terms and conditions specific to your (Award, Agreement, contract) will also apply. (Specify. e.g. notification to Union, restructure details)

If you have any queries at all, please contact (relevant contact name/s) on (telephone number). [TAFE] wish to offer you our full support throughout this process.

Yours sincerely

Director, Human Resources Manager or appropriate Line Manager.