

<Date>

**Private and confidential**

<Insert employee's full name>

<Insert employee's residential address>

Dear <insert name>

### **Termination of your employment by reason of redundancy**

The purpose of this letter is to confirm the outcome of a recent review by Charles Sturt Campus Services (the employer) of its operational requirements, and what this means for you.

As a result of <insert change in operational requirements of the employer, for example, closing a certain store, economic downturn, introduction of new technology requiring less staff>, the position of <insert position title> is no longer needed. Regrettably this means your employment will terminate. This decision is not a reflection on your performance.

The employer has made the following attempts to find you an alternative position within the enterprise and any associated entities <insert redeployment details of attempts>.

*The next part of the letter provides four options relating to notice of termination and redundancy payments. Choose the option that is correct in your situation and delete the other three options.*

*If you need assistance, contact the Fair Work Infoline on 13 13 94 or seek legal advice or help from your employer association.*

*Check the National Employment Standards and your relevant industrial instrument (e.g. award or enterprise agreement) for how much notice you need to provide the employee. If there is an applicable industrial instrument or contractual arrangement (e.g. contract of employment, workplace policy) that provides different notice amounts than the National Employment Standards, you need to provide whichever is more generous to the employee.*

*To find out if you are required to pay redundancy pay, check the National Employment Standards and your relevant industrial instrument (e.g. award or enterprise agreement). If there is an applicable industrial instrument or contractual arrangement (e.g. contract of employment, workplace policy) that provides different redundancy pay amounts than the National Employment Standards, you need to provide whichever is more generous to the employee.*

*If you are a small business it is very important that you ensure you have complied with the Small Business Fair Dismissal Code before you terminate an employee's employment. Visit [www.fairwork.gov.au](http://www.fairwork.gov.au) for a copy of the Small Business Fair Dismissal Code.*

*It is also very important that a job is not made redundant for discriminatory reasons or reasons that include discriminatory reasons.*

**Option A:** *Use this option if you are required to pay redundancy and the employee will work the notice period.*

Based on your length of service, your notice period is <insert number> weeks. Therefore your employment will end on <insert future date to cover all of the weeks you need to give notice>.

Due to your employment ending because of redundancy, you will be paid redundancy pay of \$<insert amount> in accordance with <insert full name of the source of the entitlement (e.g. award, enterprise

agreement, National Employment Standards, contract of employment)>. This amount represents <insert number of weeks of redundancy pay> weeks' pay which is based on your <insert number of years of employment> years of service.

*Option B: Use this option if you are required to pay redundancy and the employee will be paid in lieu of the notice period.*

Your employment will end immediately. Based on your length of service, your notice period is <insert number> weeks. Instead of receiving that notice, you will be paid the sum of \$<insert amount>, plus the redundancy entitlement set out below.

Due to your employment ending because of redundancy, you will also be paid redundancy pay of \$<insert amount> in accordance with <insert full name of the source of the entitlement (e.g. award, enterprise agreement, National Employment Standards, contract of employment)>. This amount represents <insert number of weeks of redundancy pay> weeks' pay which is based on your <insert number of years of employment> years of service.

*Option C: Use this option if you are not required to pay redundancy and the employee will work the notice period.*

Based on your length of service, your notice period is <insert number> weeks. Therefore your employment will end on <insert future date to cover all of the weeks you need to give notice>.

*Option D: Use this option if you are not required to pay redundancy and the employee will be paid in lieu of the notice period.*

Your employment will end immediately. Based on your length of service, your notice period is <insert number> weeks. In lieu of receiving that notice, you will be paid the sum of \$<insert amount>.

*The next part of the letter applies to all employees.*

You will also be paid your accrued entitlements and any outstanding pay, including superannuation, up to and including your last day of employment.

Employees and employers may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

We thank you for your valuable contribution during your employment with us. Please contact me if you wish to obtain a reference in the future.

Yours sincerely,

<Insert name>

<Insert position>