

Redundancy letter

Confirms that a role is being made redundant and sets out the entitlements that follow. Genuine redundancy has a specific meaning in Australia — the role must no longer be required, and consultation obligations under the award or agreement must have been met.

Before you send this

- Redundancy is about the role, not the person. If the work continues and someone else does it, it is not a genuine redundancy.
- Most awards and agreements require consultation before a final decision. Do that first, and record it.
- Consider redeployment to any suitable alternative role in the business — this is part of genuine redundancy.
- Redundancy pay is set by the NES and scales with continuous service. Small business employers may be exempt.
- Notice is separate from redundancy pay, and both may be increased by the award or contract.
- This is a high-risk area. Take advice before issuing.

Letter template

EMPLOYEE NAME

DATE

POSITION BEING MADE REDUNDANT

Following the consultation process, we confirm that your position is no longer required and is being made redundant.

REASON THE ROLE IS NO LONGER REQUIRED

DATE CONSULTATION TOOK PLACE

REDEPLOYMENT OPTIONS CONSIDERED

Your entitlements

LAST DAY OF EMPLOYMENT

NOTICE PERIOD (OR PAYMENT IN LIEU)

REDUNDANCY PAY, BASED ON CONTINUOUS SERVICE

ACCRUED BUT UNTAKEN ANNUAL LEAVE TO BE PAID OUT

LONG SERVICE LEAVE, IF APPLICABLE

You will receive a statement setting out how each of these amounts has been calculated.

We can provide a statement of service and a reference on request.

Signature

SIGNED

NAME AND POSITION

DATE

This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.