**LETTER OF TERMINATION ON GROUNDS OF**

**VOLUNTARY REDUNDANCY**

**WITH NO SETTLEMENT AGREEMENT**

Dear [NAME]

**Termination of Employment**

Following our recent meeting, I am pleased to advise that the Company has decided to formally accept your application for voluntary redundancy. As a result I confirm that your employment with us will terminate on that basis.

The following arrangements apply with immediate effect:

1. You are entitled to notice of [AMOUNT] notice under your contract of employment and your final day of employment will be [DATE].
2. You will receive:
	1. your usual pay (and benefits) up to the date on which your employment ends, together with any accrued untaken holiday entitlement; and
	2. a redundancy payment of £[AMOUNT].
3. You must return any Company property in your possession or under your control in good condition no later than the date on which your employment ends.

I would like to take this opportunity to thank you for all your hard work for the Company and extend to you our best wishes for the future.

Yours sincerely,

[NAME]