**Pro forma letter A8**

**Dismissal notice of employee whose post is at risk of redundancy**

**From department to employee**

[Date]

Dear [employee]

I wrote to you on [date] to give you advance warning that you were at risk of dismissal on grounds of redundancy and to advise you of the options available to you to pursue either voluntary severance or suitable alternative employment within the University.

I am writing now to advise you that, as you did not opt to apply for voluntary severance and it has not been possible to find you suitable alternative employment within the University, it has become necessary to invoke the appropriate procedures to terminate your employment on grounds of redundancy.

Accordingly, your employment will terminate on [date].

[*Where applicable – if unsure whether redundancy pay is appropriate, check with University HR]* I would like to confirm that you will be eligible to receive Statutory Redundancy Pay. I attach a written statement showing how this payment has been calculated.

[For academic-related staff] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the Registrar within 28 days of the date of this letter, outlining your grounds for appeal. The procedure to be followed is that laid down in Statute XII, Part H.

[For support staff] Should you wish to appeal against the decision not to continue your employment, you have a right to do so. You should write to the HR director within 10 working days of the date of this letter, outlining your grounds for appeal.

Yours sincerely,

[N.B. this letter must be signed by a member of the department who is authorised to do so under Statute]

Enclosure: Statutory Redundancy Pay calculation

[N.B. A signed and dated copy of this letter should be retained on file.]

[Where redundancy pay applies, remember to notify Payroll]