Template Letter for Redundancy

On Company Letterhead.

EMPLOYEE NAME

ADDRESS

DATE

Dear NAME,

It is with great regret that as per our conversation on DATE I must confirm that you are being placed on a period of temporary “Lay-Off” in line with Section 11 of the Redundancy Payments Act.

This means that the company are unable to provide the work you are employed to complete.

The company do not foresee this as a permanent situation and hope to resolve the matter as soon as possible.

This letter serves as Notice of Lay-Off. This will take effect on DATE and you will not be paid for the period that you are laid off.

Depending on your personal circumstance you may be entitled to financial support from the state and you can take this document to the Department of Social Protection as proof of the company’s position.

I want to take this opportunity to thank you for your patience and understanding during this time and I hope that this matter will be resolved with delay.

Yours Sincerely,

(Signed for and on behalf of the company)