**Pro forma letter A3**

**Letter of application for voluntary redundancy from employee whose post is at risk of redundancy**

**From employee to department**

[Date]

Dear [departmental administrator]

I am writing to confirm that I wish to apply for voluntary redundancy from my employment at the University on the enhanced terms we have previously discussed.

I understand that this application is subject to approval by the department.

Yours sincerely,

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