**Pro forma letter A4**

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

**From department to employee**

[Date]

Dear [employee]

Thank you for your letter of [date] in which you applied for voluntary redundancy.

I am writing to confirm that the department has accepted your application and that, if you still wish to proceed, you should sign a copy of the enclosed resignation letter to confirm the termination of your employment on [date].

I enclose a copy of the payments which will be made on termination if you do take voluntary redundancy as set out in this letter.

Yours sincerely,

[Departmental administrator]

Enclosure: [resignation letter and copy of payments summary]

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

Dear [department]

**Voluntary redundancy**

I hereby resign from my employment with the University and confirm that my last day of employment will be [date]. I understand that the payments enclosed in the letter to me of [date] will be paid to me after my employment has terminated, and that I will not be entitled to any additional redundancy payments from the University.

Yours sincerely

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Dated: