

This is NOT an official form.
Speak with your MF&G Attorney-at-Law before using this template.

Date ¹: _____

By Hand/ By Registered Mail ²

To ³: _____

Dear Sir/ Madam:

I have now been laid off for more than 120 days and hereby give notice that I elect to be treated as dismissed by reason of redundancy effective DD MM YYYY ⁴

Please confirm receipt and let me know when I can expect to receive my redundancy payment.⁵

You can contact me at telephone number _____ or by emailing me at

_____.

Sincerely,

¹ The date of the letter should be the date you sign and send it.

² Ideally, the notice should be hand-delivered to your supervisor or to someone in the HR Department. If that is not possible, then you should send it in by registered mail to the business' address. If you choose to send it by email, make sure you telephone the recipient to confirm that they received it.

³ Insert the name of your employer as stated on your employment contract, offer letter, or payslip. The address should either be the location where you work or the head office of the company.

⁴ Insert a date that is at least 14 calendar days but no more than 60 calendar days from the date of the letter. Make sure the date is not a Friday, Saturday or Sunday, or else the date will be deemed to be the following Monday, assuming it's a workday.

⁵ If your employer writes to you and offers you back your job on the **same** terms and conditions before the date you selected, then you would not be entitled to receive a redundancy payment.

If your employer writes to you and offers you back your job on **different** terms and conditions before the date you selected and you **accept** that offer, then you would not be entitled to receive a redundancy payment.

If your employer writes to you and offers you back your job on **different** terms and conditions before the date you selected but (i) the offer is one of suitable employment (ii) the place of work is not more than 10 miles away from your normal workplace and (iii) you are asked to start work immediately or within 2 weeks of the date you selected, and you **refuse** that offer, then you *might not* be entitled to receive a redundancy payment.