

Give staff notice of redundancy

5. Give staff notice of redundancy

You can only make an employee redundant once you've finished consulting staff.

It's best to tell an employee face-to-face that you're making them redundant. You should also let them know in writing.

You should include in the letter:

- their notice period
- leaving date
- how much redundancy pay they're due
- how you calculated the redundancy pay
- any other pay you owe them (for example holiday pay)
- when and how you'll pay them
- how they can appeal

You must give them at least the statutory notice period. This is based on how long they've worked for you.

How long they've worked for you	Minimum statutory notice
One month up to 2 years	A week
Between 2 and 12 years	One week per year
12 years or more	12 weeks

You should also check your employment contracts – they might include a longer notice period.

When the notice period starts

The notice period starts when your employee gets the letter or email telling them they've been selected for redundancy. You should make sure you know when this happens. It's a good idea to give them the letter at work or send it by recorded delivery. If you send it by recorded delivery make sure only the employee can sign for it.