Informing registered employee of their impending termination

Template letter

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| **Template letter Notice of Impending Termination*** The notice is required to be sent at least four weeks’ prior to the last day of the redeployment period.
* Where an employee is over the age of 45 years old and has completed at least two years of service at the end of the day notice is given, agencies are to provide no less than five weeks’ notice.

**Public Sector Management (Redeployment and Redundancy) Regulations 2014, Regulation 31 Notice of Impending Termination*** Agencies may choose to use and adapt this template letter to suit their circumstances when advising employees of their impending termination of employment as required under the Public Sector Management (Redeployment and Redundancy) Regulations 2014.
* Agencies should also refer to the Regulations when preparing correspondence to employees.
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**[Insert Date]**

**[Insert Name and Postal Address]**

Dear **[title and surname]**

**[Insert subject line]**

In accordance with the provisions of Regulation 31 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014 (the Regulations), this notice1 is provided to confirm that **[insert the date of the last day of the employee’s redeployment period]** is the last day of your redeployment period. If you are not redeployed or find alternative employment on or before this date your employment with the **[insert name of agency]** will terminate in accordance with Regulation 30 on **[insert the date of the day that is after the last day of the redeployment period]**.

In the event your employment is terminated in accordance with Regulation 30, you will be entitled under Regulation 33 of the Regulations to receive a redundancy payment of **[insert the redundancy pay to which the employee is entitled]**, being an amount based on your period of completed years of continuous service in the Western Australian public sector, less any period spent in redeployment. In addition, you will also receive payment for accrued leave in accordance with Regulation 35.

The below table sets out the redundancy and leave payments that will be paid to you as soon as practicable after the cessation date of your employment.

**INSERT $ AMOUNT** Redundancy Payment Less $ amount for xx number of weeks in redeployment

**INSERT $ AMOUNT** Leave pay out

**INSERT $ AMOUNT** Gross total pay out

**INSERT $ AMOUNT** Net total pay out

Under regulation 36, you will be precluded from working in the public sector for a period equivalent to the number of weeks of pay for your redundancy payment. The period of restriction applicable to you is **[insert weeks]** commencing after the day on which the redundancy payment is made. The bodies which constitute the ‘public sector’ for the purposes of these terms is as defined in the *Public Sector Management Act 1994*.

Throughout the remainder of your redeployment period, the **[insert name of agency]** will continue to provide you with case management services to assist your employment transition efforts. In that regard, please continue to liaise directly with your case manager **[insert name of case manager]**.

Please contact **[insert name of agency contact person]** should you wish to discuss or obtain further clarification concerning any matters identified in this notice.

Yours sincerely

**[Insert name of relevant Director General/Chief Executive Officer/Chief Employee]**

1 Ensure amble notice periods are provided, refer to the above note.