***[NB: this must be provided within 7 calendar days of the dismissal meeting]***

[Letterhead Details]

***Strictly Private and Confidential***

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: *[name of consultation]* - Notice of termination on the grounds of Compulsory Redundancy**

(\*Delete as appropriate)

I am writing to confirm the outcome of our meeting held on ***[Date, Time and Location]***. I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. (\*Delete as appropriate) \*You attended and were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. OR \*You were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

As you are aware, in line with the ***[name of consultation]*** restructure within the ***[directorate name]*** Directorate, your post has been disestablished. Following the end of the consultation process, we have been consulting with you individually and have had meetings on ***[dates of individual consultation meetings]***. We mutually agreed to also hold a separate meeting on the ***[date of termination meeting]*** to consider a decision to terminate your employment due to the inability to identify a suitable alternative employment option for you as part of this consultation.

As a result of the inability to identify a suitable alternative employment option, I am writing to confirm that with effect from ***[date of termination meeting]***, I am serving you with notice that your employment will be terminated on the grounds of compulsory redundancy. In line with contractual and statutory obligations, you are entitled to ***[number of weeks entitlement]*** weeks notice. We agreed that your last day of employment and pensionable service will be ***[agreed date for last day of service]***.

Your annual leave entitlement is calculated from 1st April until ***[date for last day of service]*** and has been discussed with you during our meeting. It has been confirmed that you will use all of your outstanding annual leave by ***[date for last day of service]***, therefore no annual leave will be owed to you in your final salary / **OR** \*it has been agreed that your outstanding annual leave will be paid to you.

As discussed, and agreed during our meeting on ***[date of termination meeting]***, in accordance with Agenda for Change, if you receive an offer of NHS employment before your termination date or take up NHS employment within four weeks of your last day of service, you would be liable to refund any redundancy payments/enhanced pension contributions. You signed the relevant declaration forms in the meeting (meeting notes) to confirm your understanding of this.

I must also make you aware that in accordance with the Organisational Change Policy, NHSBT will not engage any redundant employee within 3 months of their date of termination including Bank, Fixed term, Agency or other locum arrangement.

I can confirm that you will remain on the redeployment register with advanced status, up until your last day of service. If you have any queries regarding the redeployment process and the support available to you or if you wish to access additional support, please contact HR Direct on 0117 3227700 or [hrdirect@nhsbt.nhs.uk](mailto:hrdirect@nhsbt.nhs.uk) who will be able to assist you.

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24-hour telephone line on **0800 783 2808**. Alternatively, if you just wanted to find out more about it you can visit their website <https://healthassuredeap.co.uk/>, the ‘access code’ and ‘password’ are both 72992. You can also access the service via your own personal e-mail address. This service also extends to leavers for up to 3 months after your employment ceases.

You are advised of your right of appeal against this decision, which must be made to the Appeal Secretary, by email to [Kirsty.Stewart@nhsbt.nhs.uk](mailto:Kirsty.Stewart@nhsbt.nhs.uk) within 7 calendar days of the date of this letter.

All details of this process should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence should not be disclosed to other parties with the exception of your Trade Union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

May I take this opportunity to thank you for the service you have given and wish you well for the future.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***