

Restructuring & Redundancy: A Quick Guide For NZ Managers

A Sample Letter

Dear

Following completion of the consultation process and after considering all feedback, I am advising that the company has decided to proceed with the change proposal. This outcome directly affects your role and so your position will become redundant effective from XXXX, following the XXXX notice period as specified in your Employment Agreement.

This decision to restructure has been based on XXXX.

Your severance package has been calculated at XXX and will be subject to a tax rate of XXX. In addition, all remaining annual leave will be fully paid, and this will be taxed at a rate of XXX.

The company has also engaged CDL Insight Consulting to provide you with job search assistance so please do expect a call from one of their coaches in the next few days. CDL specialises in working with staff affected by redundancy and will provide the practical skills and resources you need to land a new job.

We would like to thank you for your contribution to the company and wish you every success in your future employment.

Yours faithfully,

Phil Jones
General Manager