



# SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



## Redundancy - Dismissal letter (SHORT SERVICE ONLY)

Robert Pender  
21 Cherry Road  
Banbury OX16 0RL

26<sup>th</sup> July 2024

Dear Robert,

As discussed, there has been an identifiable reduction in the demand for our products and services, which means that the Company has had to consider a range of cost-cutting measures. We have explored alternatives to your redundancy. Unfortunately none have been forthcoming, nor have any alternative jobs been identified for which you could be considered.

When the Company employed you it was anticipated that your position would be permanent, but unfortunately the current economic climate has resulted in a reduction in the need for your work as Labourer/Machinist.

As a consequence, I am writing to confirm that you are to be made redundant, notice of this dismissal being given today. You are entitled to 1 week's notice, therefore your employment will end on 2<sup>nd</sup> August 2024

You will receive pay for any holiday accrued but not taken.

You are not entitled to a statutory redundancy payment as you have less than two years service.

You have the right to appeal against this decision and if you wish to do so you should write to Richard Hayhoe, Director, within five working days from receipt of this letter.

Thank you for your contribution to the Company, and I wish you every success in finding suitable alternative employment as soon as possible.

Yours sincerely

Martin O'Brien  
Director

JMS Specialist Joinery Ltd.  
Unit B, Bourne End, Kineton Road, Southam, Warks CV47 0NA  
Tel: 01926 813 813 Fax: 01926 812 777  
admin@jmsjoineryltd.co.uk www.jmsspecialistjoinery.com

