Mr G Ward

67 Fleet Crescent

Hilmorton

Rugby

CV21 4BG

30th October 2024

Dear Glyn,

**RE: JMS SPECIALIST JOINERY LIMITED**

I regret to inform you that the Company has run out of funds and is no longer in a position to make payments to you for services rendered under your contract of employment. You should therefore regard your employment as terminated as of close of business 30th October, 2024. Your P45 will be issued by email to you today.

The Company intends on appointing Bailey Ahmad Business Recovery, a firm of Insolvency Practitioners, to act as Liquidators and formal notice of this will be issued shortly.

You may be entitled to various claims, which are authorised by the Department for Business, Energy & Industrial Strategy – Redundancy Payments Service (RPS) under the provisions of the Employment Rights Act 1996.

Attached is guidance about how to claim online for redundancy and other monies owed to you such as arrears of pay, holiday pay and compensation for loss of notice by your employer. I have also attached details of the information you will need before making your online application. Before you can start your online application, you will need a case reference number – this can only be generated upon the appointment of Liquidators and will be sent to you when available.

Please note that the maximum payable by the RPS in respect of a week’s pay is currently £700.

The RPS will in due course, request that you complete a further online application to compensate you for any loss of notice from your employer. You are required to mitigate this claim as far as possible. In particular, you should ensure that you claim any Social Security benefits to which you may be entitled and make efforts to obtain other employment.

Further information about redundancy can also be found at:

<https://www.gov.uk/your-rights-if-your-employer-is-insolvent>

Information about claiming Social Security benefits and the support available via Job Centre Plus can be found at:

<https://www.gov.uk/contact-jobcentre-plus>

Yours sincerely

On behalf of the directors

JMS Specialist Joinery