Your first redundancy: what is in the pack

Open each document when you reach its step. Every file is in this zip. The tools for steps 1 and 5 are free on the website: changingcareers.com.au/outplacement/templates/first-redundancy-pack

1. Check it is a genuine redundancy

Is the job really no longer needed, and what will you still owe?

No document to open: use the free tools on the website for this step.

2. Consult the person

Tell the person their role is at risk, and listen before you decide.

At-risk of redundancy letter When you have a proposal that may affect the person's role, before you decide.	at-risk-of-redundancy-letter.docx
Redundancy consultation pack (five documents) During consultation: the invitation, the agenda, the questions, the feedback log and the outcome letter.	consultation-1-invitation.docx consultation-2-agenda.docx consultation-3-questions.docx consultation-4-feedback-log.docx consultation-5-outcome-letter.docx

3. Tell them in a meeting

The meeting, and what to hand them on the day.

Manager briefing The day before the meeting, for the manager who will run it.	redundancy-meeting-1-briefing.docx
Redundancy meeting script In the meeting where you tell the person the outcome.	redundancy-meeting-2-script.docx
Staff support handout Hand it over at the end of the meeting.	staff-support-handout.pdf

4. Confirm in writing

The written notice of the last day the law requires, and a record of their service.

Outcome and notice of termination letter After the meeting, as the written notice of the last day.	redundancy-termination-letter.docx
Statement of service With the outcome letter, or on the last day.	statement-of-service-template.docx

5. Pay and close out

Final pay, tax, super and the paperwork payroll needs.

Payroll close-out checklist Before the final pay run.	redundancy-payroll-checklist.docx

General information, not legal advice. Checked on 21 November 2026. Changing Careers, changingcareers.com.au/outplacement/templates