Paragraph for the outcome letter

Put this paragraph in the letter that confirms the redundancy, after the entitlements and before the next steps. Replace every square bracket, and delete any sentence that is not true for your program.

Support to find your next role

We have arranged career transition support for you with [provider name], at no cost to you. It runs for [number] weeks from [start date] and includes [what it includes, for example help with your resume, applications for real job ads and interview practice]. You can start before your last day. [Provider name] will email you at [email address] by [date] with how to sign in or book your first session.

Using it is your choice. It does not change your notice, your final pay or any redundancy pay set out in this letter. [Only if your provider has promised it in writing: We will not see what you write or where you apply. We will only be told how many people in the group have started.]

Standalone offer letter

Date:

Name:

Address or email:

Dear [first name],

Following our meeting on [date] about your role ending, I am writing to tell you about the support we have arranged to help you find your next role. It is paid for by [employer name] and costs you nothing.

What it is

[Provider name] will give you [number] weeks of support from [start date] to [end date]. It includes:

- [for example: a list of roles you could move into, based on your experience]
- [for example: a resume written for the kind of role you want next]
- [for example: help with applications for real job ads]
- [for example: interview practice]

How to start

1. [Provider name] will email you at [email address] by [date].
2. Follow the link in that email to sign in or book your first session.
3. If nothing arrives by [date], contact [name and role] at [email or phone].

What it does not change

Using this support is your choice. Your notice, final pay and any redundancy pay are set out in your letter of [date], and they do not depend on whether you use it.

[Only if your provider has promised it in writing: We will not see what you write or where you apply. We will only be told how many people in the group have started.]

If you have questions about the support, contact [name and role] at [email or phone].

Signed:

Name and role:

Group notice

Send this to everyone whose role is ending, by email and on paper, after each person has been told individually. Never send it before the individual conversations.

Support for everyone whose role is ending

As you know, [number] roles in [team or site] will end on or around [date]. We have arranged career transition support with [provider name] for each of you, at no cost to you.

What you get

- [number] weeks of support, starting [start date]
- [what it includes, for example help with your resume, applications for real job ads and interview practice]
- [how it is delivered, for example online at any hour, or sessions by video or in person]

How to start

[Provider name] will email each of you at [email address type, for example your personal email] by [date]. You can start before your last day, and you can use it in work time [if you are allowing that: up to [number] hours a week].

Questions people ask

- Do I have to use it? No. It is your choice, and it does not change your notice, final pay or redundancy pay.
- Will my manager see what I do? [Only if your provider has promised it in writing: No. We will only be told how many people have started.]
- What if I have found a job already? You can still use it [until the end date].
- Who do I ask about my final pay? [name and role] at [email or phone].

[Optional: [Provider name] will run a short information session on [date and time] at [place or video link].]

General information, not legal advice. Checked on 20 November 2026. Changing Careers, changingcareers.com.au/outplacement/templates