

[Insert appropriate directorate letterhead]

Personal title and name
Address line 1
Address line 2
CITY STATE POSTCODE

Dear

Offer of voluntary redundancy

Thank you for your submission to the directorate's recent call for expressions of interest in a voluntary redundancy. Your submission has been reviewed and the **directorate** would like to offer you a voluntary redundancy.

If you elect to be made voluntarily redundant your employment with the ACT Public Service will end. It is **extremely important** that you consider the enclosed information before you make a decision.

Severance payment

One Gov Payroll has provided the attached indicative calculation of your voluntary redundancy entitlements based on a nominal finish date of **[dd/mm/yyyy]**. These calculations may change according to the finish date and whether notice is paid in lieu or otherwise.

Financial counselling

It is strongly recommended that all officers considering a voluntary redundancy offer seek independent financial advice on:

- the amount of accumulated superannuation contributions;
- the options open to the officer concerning superannuation; and
- the taxation rules applicable to the various payments.

You may use an independent, accredited financial counsellor of your choice and the directorate will supplement costs of the counselling up to a maximum of \$1,000. Please note that the counsellor must submit their invoice directly to the directorate by **[insert the method for the submission of invoices]**.

Career transition and development opportunities

It is important that you consider how your decision will affect your future career and development opportunities.

[Insert directorate name]

The ACT Public Service offers a range of career transition opportunities, including temporary transfers, mobilisation, part-time work and transfers between directorates. The directorate also offers a number of career development opportunities, including [insert details of the career development programs or opportunities available within the directorate].

Other support and resources

I recognise that this is a significant and potentially difficult decision. In addition to seeking financial counselling, I would like to remind you that the ACT Public Service provides a [range of wellbeing supports](#) which are available to you and your family.

I would also encourage you to consider the support available from your relevant union and any information and advice they may be able to provide: [insert details of relevant union(s) and contact details]

Next steps

I would be grateful if you could carefully review the enclosed information and, after seeking the necessary advice, complete the enclosed election form and return it to [insert relevant team and contact details] by [dd/mm/yyyy] (one month from date of letter)].

Further information

For more information on the voluntary redundancy process, please consult the resources on the [insert title and link to local SharePoint page for the call for expressions of interest].

You can also reach out to [insert relevant team and contact details].

Yours sincerely

Sender's Name
Sender's Title
Business Area

Date

Encl –

- Severance payment calculation advice
- Voluntary redundancy election form