

[Employer Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Clarification of Redundancy Exclusion Regarding Rebate Period

Dear [Employee Name],

This letter is to formally clarify the terms of your redundancy package in relation to the company's standard rebate policy. As discussed during our meeting on [Date], your position is being made redundant effective [Date].

Please be advised that, per the terms of your redundancy agreement, your departure is classified as an involuntary redundancy. Consequently, you are officially excluded from the standard rebate period and any associated clawback provisions that typically apply to voluntary resignations or discretionary bonus schemes.

Under this exclusion:

- No portion of your redundancy payment is subject to a rebate or recovery period.
- Training costs, relocation expenses, or sign-on bonuses that usually carry a "standard rebate period" are waived in full due to the nature of this termination.
- All final payments will be issued without any deductions relating to minimum service period rebates.

All other statutory rights and notice period requirements remain as outlined in your redundancy notice dated [Date of Original Notice].

Should you or your financial advisor require further documentation regarding this exclusion, please contact the Human Resources department at [Phone Number] or [Email Address].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]