This letter must be used to call for **expressions of interest for a voluntary separation package** from employees affected by the identification of a new workforce composition in accordance with Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017*.

The letter must only be sent after the number of genuinely redundant positions have been determined in accordance with the consultation requirements in Appendix 1 (unless otherwise agreed) and a verbal discussion between the employee and their line Manager or, as relevant, Executive has occurred.

**[Wording in bold font]** should be deleted once relevant content is included.

State Government logo and Agency branding is to be included.

**[Insert Date]**

**CONFIDENTIAL**

**[Insert Name and Postal Address]**

*Delivered per registered and standard mail; or courier; or hand delivered*

Dear **[Title][Surname]**,

**Call for Expressions of Interest in Voluntary Separation Packages**

On **[date]**, written advice was provided to employees in the **[agency name]** and applicable employee associations regarding proposed organisational change that could result in roles being declared as excess to requirements.

Following a consultation process involving affected employees and relevant employee associations and consideration of feedback received, I advise that **[X (number)]** of roles at your classification will be declared as excess to the requirements of **[agency name]**. As discussed in the letter of **[date above]**, the roles at your classification that will be excess primarily perform **[insert details]** duties and are no longer required due to **[reason for change]**.

As you occupy a role that is directly affected by this change, you have the opportunity to express an interest in a voluntary separation package. Information is enclosed with this letter to assist you to decide whether to express such an interest including:

* ‘How to estimate the value of a voluntary separation package’ and
* The Department of Treasury and Finance “Voluntary Separation Packages – Weekly Paid Employees” (DTF VSP Guideline).

You are encouraged to seek independent financial and taxation advice. Enquiries relating to superannuation should be directed to Super SA ([www.supersa.sa.gov.au](http://www.supersa.sa.gov.au)). If you are a member of a union or employee association, you are also encouraged to seek their advice.

If you would like assistance in estimating the value of your voluntary separation package, please contact **[Insert name and contact details of HR / Employee Transition practitioner].** Any estimate provided by **[name of practitioner]** will only be an approximation and possibly subject to variation. You will not be required to complete an Expression of Interest Form to receive an estimate of the value of your voluntary separation package.

Upon consideration of the estimate of the value of your voluntary separation package, should you wish to express a genuine interest in a voluntary separation package, please complete and return the enclosed Expression of Interest form to **[name][role title]** by close of business **[date – no sooner than 21 days from date of letter]**. Please note that if your expression of interest is successful, your role will be formally declared as excess to the requirements of **[agency]** and a voluntary separation package formally offered to you in accordance with the process outlined in Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017* and the DTF VSP Guideline.

On receipt of a voluntary separation package, your employment in the South Australian public sector will cease.

If you do not express an interest in a voluntary separation package and insufficient volunteers for a package are identified at your level, your role will be declared as excess to the requirements of **[agency name]**. At that time you will have the option to consider redeployment including retraining, or to give further consideration to a voluntary separation package.

The **[agency name]** Employee Assistance Program provides free confidential professional counselling services to employees and partners/families (excluding financial advice). The Employee Assistance Program provider **[insert name]** can be contacted on **[insert details]**.

You are welcome to contact me to discuss and explore reasons why roles at your classification are considered excess to requirements, or any other concerns you may have regarding this process.

Yours sincerely,

**Chief Executive, Agency Head or Delegate**

**Signature Block**