

7 October 2026

Dear Graham Pettifer

As discussed at our meeting earlier today, after applying the organisation's redundancy selection criteria, I am very sorry to confirm that you have been selected for redundancy. The selection criteria and your scores are attached to this letter.

Unfortunately, we have not been able to identify any suitable alternative work for you.

You are entitled to 8 weeks' notice to end your employment with Harper & Lane LLP, based on your length of service.

Your employment will terminate on 30 October 2026. You will not be required to work your notice period and the organisation will make a payment in lieu (instead) of notice to you.

Any annual leave you have accrued but have not taken at the end of your employment will be added to your final pay.

Due to your length of service, you are entitled to a statutory redundancy payment of £5,124, which will be paid to you with your final pay instalment.

If you believe you have been selected unfairly, you can appeal against the organisation's decision to select you for redundancy. You should do so in writing, setting out the reasons for your appeal, within 7 days from receipt of this letter to James Lane, Managing Partner. You will then be invited to an appeal meeting so that the basis of your appeal can be discussed and considered.

If you have any further questions, please contact me.

I know this may be an upsetting and worrying time for you. I would encourage you to use the support services available including the Employee Assistance Programme from Calmwater Wellbeing who can be contacted by 0800 160 1188, available 24 hours.

Please accept my best wishes for your future.

Yours sincerely

Rachel Dunmore, HR Manager