

DEALING WITH TRANSITION AND COPING WITH REDUNDANCY

A practical guide to looking after yourself and planning your next steps.

1. UNDERSTANDING TRANSITION

Change can affect your routines, finances, relationships and confidence. Some changes are planned; others arrive unexpectedly. Redundancy can be particularly unsettling because it may change several parts of your life at once.

Redundancy usually means that a role is no longer needed. It does not define your worth, your skills or what you can contribute in the future. If you are concerned about the reason for your selection or the process, seek independent advice. [1]

1.1 How you might feel

You might feel shocked, angry, anxious, sad, relieved or uncertain. You may feel several things at once, or very little at first. Your feelings can change from day to day.

There is no fixed sequence of emotions and no set timetable for adjusting. You do not have to feel positive, forgive anyone or see redundancy as an opportunity before you can take a useful next step.

Start small. Identify what you need today: someone to listen, a clear answer from your employer, help with money worries or time to pause.

1.2 Using this guide

Work through the sections at your own pace. Pages 2-5 cover wellbeing, employer questions, money and job searching. Page 6 is a personal action plan. Page 7 lists support and reference sources.

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General guidance for people experiencing career transition. Employment information relates to Great Britain; rights depend on your circumstances.

2. LOOKING AFTER YOURSELF

You do not need to manage everything alone. Support and a manageable routine can help you deal with uncertainty while you work out what comes next.

2.1 Build your support network

- **Choose people you trust.** This might include a friend, family member, former colleague, mentor or trade union representative.
- **Be specific about what would help.** You might ask someone to listen, review your CV, practise interview questions or help organise paperwork.
- **Agree how to talk about the change at home.** Discuss practical concerns and shared responsibilities without assuming everyone will react in the same way.
- **Check workplace support.** Ask whether an Employee Assistance Programme, counselling or outplacement support is available, and when access ends.

2.2 Create a sustainable routine

- Aim for regular meals, rest and a consistent sleep routine. Make room for movement or time outdoors in a way that suits your health and circumstances.
- Set realistic periods for applications and administration, with breaks and a clear finishing time. You do not need to search for work all day.
- Keep in touch with people and activities that matter to you outside work. Your job is only one part of your identity.
- Notice when news, social media or repeated checking of job sites increases your stress. Set boundaries if this helps.

2.3 When to seek more support

If low mood, anxiety or sleep difficulties persist, worsen or affect daily life, speak to your GP or another qualified health professional. You can also explore NHS wellbeing information and local support. You do not need to wait until things feel unmanageable. [4]

A useful check-in: What is worrying me most? What can I influence? What support would make today easier?

3. CLARIFY YOUR POSITION

Being told your role is at risk is different from receiving a final redundancy decision. Ask which stage of the process you are in and keep written records of meetings, correspondence and agreed next steps.

3.1 Questions to ask your employer

- Why is my role at risk? What alternatives are being considered, and how can I put forward suggestions during consultation?
- What selection criteria are being used, how have they been applied and how can I raise concerns or appeal a decision?
- Are there suitable alternative roles, redeployment options or training opportunities? What are the terms and any trial arrangements?
- What is the proposed timetable? If redundancy is confirmed, what are my notice arrangements and final employment date?
- Can I have a written breakdown of redundancy pay, notice pay, outstanding holiday and any other contractual payments, including payment dates?
- Can I take time off to look for work or arrange training? What eligibility, pay limits and company arrangements apply?
- What reference, career support or outplacement assistance is available? When will benefits and access to support end?

3.2 Check your rights and get advice

Your rights depend on your employment status, length of service, contract and circumstances. Check your contract and any redundancy policy. Acas explains consultation, selection, notice, pay, alternative employment and appeals. [1]

If you are offered a settlement agreement, obtain independent advice before signing. If you believe the process or selection is unfair or discriminatory, seek advice promptly: strict time limits may apply. Taking practical steps towards a new role does not mean you agree with the redundancy decision.

Keep your own documents safely. Retain your contract, payslips and relevant correspondence. Ask permission before taking work samples, and do not copy confidential employer, client or colleague information.

4. MANAGING MONEY AND DAILY PRACTICALITIES

A clear picture of your finances can help you decide what needs attention first. You do not need to solve every issue immediately.

4.1 Build a short-term budget

- **List confirmed income.** Note final salary, any confirmed redundancy payment, savings and other household income. Record when payments are expected.
- **List essential costs.** Include housing, Council Tax, utilities, food, travel, insurance, childcare and existing commitments.
- **Identify any gap.** Compare expected income with essential spending. Use a weekly or monthly view and review it as circumstances change.
- **Check what support you could receive.** Explore benefits and other assistance through GOV.UK or an independent adviser. Eligibility can depend on household income, savings and redundancy payments. [2, 3]

4.2 Ask for help early

If you may struggle to meet payments, contact the relevant lender, landlord or provider early to discuss your circumstances and available options. MoneyHelper provides free, impartial money guidance and access to debt-advice information. [2]

Before making a major decision about pensions, borrowing or how to use a redundancy payment, get appropriate guidance or regulated advice. Check the breakdown of your final payment rather than assuming every element receives the same tax treatment.

4.3 Organise the practical details

- Use a personal email address and telephone number for applications and recruitment contacts.
- Confirm how to obtain your final payslip, P45 and any employment reference. Ask about equipment returns and outstanding expenses.
- Keep a simple list of tasks, contacts and deadlines. Store financial and employment records securely.

Your next money step: Choose one action, such as completing a budget, checking support eligibility or making a call about a payment.

5. PLANNING YOUR NEXT ROLE

A focused search can help you use your time and energy well. You may want a similar role, a change of direction or temporary work while you consider your options.

5.1 Decide what matters to you

List your skills, achievements and the parts of work you enjoy. Decide which requirements are essential and which are flexible: pay, location, travel, working hours, flexibility, responsibilities and development.

5.2 Prepare your applications

- **Update your CV.** Use clear examples of what you achieved. Add accurate results where possible and tailor the content to each role.
- **Refresh your professional profile.** Check that dates and experience are consistent. Review your privacy settings and who can see your job-search activity.
- **Prepare interview examples.** Practise explaining your contribution, how you solve problems and the experience you would bring to a new employer.
- **Reconnect with your network.** Tell trusted contacts and relevant recruiters what you are looking for. Ask before naming someone as a referee.
- **Keep a simple tracker.** Record the employer, role, date applied, contact, follow-up date and outcome. Review which approaches are working.

5.3 Talking about redundancy

A brief, factual explanation is usually enough. You do not need to apologise or share personal financial details. Adapt this example so it accurately reflects your circumstances:

“My role was made redundant following a business restructure. I am now looking for an opportunity where I can use my experience in [your area] and contribute to [the needs of the role].”

If your role is still at risk, explain that accurately rather than saying the decision is final. Bring the conversation back to your skills, achievements and interest in the opportunity.

5.4 Keep your plan realistic

Choose a manageable number of good applications and conversations each week. Build in preparation and rest. If a role does not work out, use any useful feedback without treating the outcome as a judgement of your worth.

6. YOUR PERSONAL ACTION PLAN

Use this page as a starting point. Adjust the pace to your circumstances; these are practical prompts, not deadlines for how you should feel.

6.1 Your first-week checklist

- Confirm whether your role is at risk or a final decision has been made.
- Gather relevant documents and write down questions for your employer.
- Review essential spending and expected payments; note any urgent gaps.
- Tell one trusted person what support would help you.
- Choose one manageable step towards your next role, if you feel ready.

6.2 Three priorities for the coming week

Choose a mix of practical, career and wellbeing actions. Keep each action small enough to complete.

My next action	Who can help?	Target date

6.3 Review and adjust

What have I completed? What has changed? What support do I need now?

My review date: _____

One thing I want to recognise about my progress:

Progress can be modest. Asking a question, making a call, resting when you need to or completing one task can all be useful steps.

7. SUPPORT AND USEFUL CONTACTS

7.1 How Halecroft can help

Contact Halecroft Recruitment to discuss your next career step, current vacancies and the support available. This may include CV guidance, interview preparation and exploring permanent, temporary, interim or contract opportunities. Ask about any agreed outplacement or career-coaching support.

Halecroft Recruitment Limited

Telephone: 0161 905 0526

Email: tricia@halecroftrecruitment.co.uk

7.2 Independent guidance and support

[1] Acas - redundancy rights in Great Britain

Consultation, selection, notice, redundancy pay, alternative roles and appeals.

acas.org.uk/your-rights-during-redundancy

[2] MoneyHelper - money guidance after job loss

Budgeting, redundancy payments and finding free debt advice.

moneyhelper.org.uk/en/work/losing-your-job

[3] GOV.UK - finding work, claiming benefits and managing debts

Government guidance on practical support following redundancy.

gov.uk/guidance/redundancy-help-finding-work-and-claiming-benefits

[4] NHS Every Mind Matters - work-related stress

Information about stress, coping and seeking support.

nhs.uk/every-mind-matters/lifes-challenges/work-related-stress/

You can also speak to your trade union, an independent employment adviser or your GP, depending on the support you need. Employment rights in Northern Ireland differ; use advice specific to that jurisdiction.

7.3 About this guide

This guide provides general information and practical prompts. It does not replace advice about your individual employment, financial or health circumstances. Source links checked on 28th October 2026; rules and service information may change.

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