

[Print on Company Letterhead - Insert Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Re: Redundancy Consultation

Dear <<Insert Title & Name>>

We are/I am extremely sorry to inform you that because of <<Insert Reason for the Redundancy Consultation Name>>, the Company is considering making the post of <<Insert Position>> redundant.

A total of <<Insert Number of Posts>> posts will be made redundant.

The posts have been selected for redundancy because <<Insert Reason for Post at Risk e.g Losses/Changing Markets>>.

We are/I am considering all possible options, including, if we are/I am able, to offer you a suitable alternative position. Following the conclusion of the collective redundancy consultation process, we will consult with you, to listen to any alternative proposals, suggestions or comments you may have.

We/I would like to invite you to a consultation meeting about your potential redundancy. The meeting will be held at <<Insert Address>> and will take place at <<Insert Position>> on representative or work colleague with you to this meeting. The consultation meeting is <<Insert Date & Time>>. Please let me/us know if this is possible <<e.g. 5 Days>> of the date of this letter.

Following this consultation meeting, you will be invited to a second meeting which will take place <<e.g. 2 Weeks>> after the first meeting. You can bring a union representative or work colleague with you.

This second meeting may bring the consultation to a close and a decision will be made as to whether or not the redundancy is necessary.

If you have any queries or need help, please do not hesitate to speak to <<Insert Name & Position>>, your trade union representative.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

S

A

M

P

L

E