

[Print on

r insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

With reference to your appeal against redundancy, I am now writing to confirm the decision.

redundancy. I am now writing to

The decision resulting from the selection for redundancy. Your employment is to continue with the work with the Company, having alternative work offer and the conditions provided and discussed with you in

<insert date>> is EITHER [to uphold your company will therefore still terminate notice dated << insert date >>. Your notice] OR [to offer you alternative for redeployment. Details of the offer or declining the offer will be

Please do not hesitate to contact me if you have any questions.

ions.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>

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