

[Print on Company Letterhead or Insert Address]

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

<<Date>>

Re: Redundancy Consultation

Dear <<Insert Title & Name>>

On <<Insert Date of Consultation>> I informed you that <<Insert Company Name>> was considering making <<Insert Position>> redundant.

This was discussed in a meeting on <<Insert Date>>

Further to that meeting and during the current period of consultation, the Company would like to invite you to a <<Insert Date>> consultation meeting regarding your potential redundancy.

The meeting will be with <<Insert Name>> and will take place at <<Insert Address>>. You are entitled to bring a representative or work colleague with you to this meeting. The meeting is <<Insert Date & Time>>. Please let me/us know if you can attend within <<e.g. 5 Days>> of the date of this letter.

This second meeting may bring the consultation to a close and a decision will be made as to whether or not <<Insert Position>> will be made redundant.

If you have any queries or need further information, please do not hesitate to speak to <<Insert Name & Position>>, your representative or me.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>