

[Print on Company Letterhead - Insert Address]

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

<<Date>>

Potential Redundancy Situation

Dear <<Insert Title & Name>>

Following our recent meeting, you were informed that the Company is facing a potential redundancy situation due to <<Insert Reason e.g. a Business Reorganisation>> of <<Insert Company Name>>. Unfortunately, your post is one of those at risk of redundancy.

As the Company may need to dismiss <<insert number>> of employees in the <<insert >> department(s), we have decided to consult collectively with the representatives of the employees who may be affected by these dismissals. The collective consultation process will enable the Company to discuss the proposed dismissals with you and your fellow employees.

We will also be consulting any employee representatives elected for redundancy on an individual basis. This will involve consulting you on the proposed redundancies.

Electing employee representatives

In order to carry out the consultation process, we require a minimum of <<insert number>> employee representatives. We are dividing the Company into <<insert number>> groups and we require <<state number>> employee representatives from each group.

We would like to invite employees to stand as candidates to be employee representatives. If more than the requisite number of candidates put themselves forward, we will hold an election. Anyone who is not elected as a representative can put himself/herself forward to stand as representative for that group.

If you would like to nominate a candidate, please complete and return the enclosed nomination form by <<state date>> no later than <<state time>> on <<state date>>. Nominations received after this time will not be accepted.

<<Insert name>> will be organising the election process. He OR she will collect the nomination forms and review the results to determine if the requisite number of people have stood to stand. If, in a particular group, the requisite number of people have stood, they will be confirmed as employee representatives. If not, the group will need to elect a new set of representatives. If a group has more than the requisite number of people wish to stand, an election will be held.

you will be able to vote for the
employees stand from a particular
by one of the representatives for a

<<Insert name>> will advise you if
election is needed, he OR she will

If an election is required for any of
election rules and a voting form.
by <<insert date and time>>. <<
will be announced by email on <<i

The first meeting of the employee

Employee representatives

The primary role of an employee
consultation meeting with the Com

- discussing how the consult
 - representing the employee
 - considering ways in which
 - discussing what support af
 - reporting back to employee
- with the Company.

We very much regret that we have
we hope to make the consultation
business and that we will be able
speak to me if you have any quest

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company

ou wish to represent you. If no
orkers will have to be represented

y <<insert date and time>>. If no
of the employee representatives.

will provide those employees with
cret ballot. All votes must be cast
t the votes and the election result

eld on <<insert date and time>>.

take an active part in collective

ceed;
meetings;
voided;
quire; and
ne collective consultation meetings

ne employees redundant. However,
as possible for employees and the
ccount in making decisions. Please

CANDIDATE NOMINATION

EMPLOYEE REPRESENTATIVES

CANDIDATE DETAILS (Candidate to complete)	SECONDER DETAILS (Secunder to complete)
I wish to stand as a candidate for election as an employee representative to second this nomination	
NAME.....
JOB TITLE.....
DEPARTMENT.....	DEPARTMENT.....
SIGNED.....
DATED.....