

[Print on Company Letterhead Address]

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

<<Date>>

*Election of Employee Representatives*

Dear <<Insert Title & Name>>

The election of employee representatives for the forthcoming redundancy consultation has now been completed. The elected employee representatives are as follows:

The first meeting of the employee representatives will be held at <<location>> on <<insert date and time>>. Because the Company has more than 100 employees, the consultation must commence at least 14 days before the first dismissals take effect.

#### *Employee representatives*

The primary role of an employee representative in collective consultation meetings with the Company is to:

- discussing how the consultation will proceed;
- representing the employee representatives at meetings;
- considering ways in which the consultation can be avoided;
- discussing what support the Company can provide; and
- reporting back to employee representatives on the collective consultation meetings.

At the first consultation meeting, the employee representatives will be provided with information on:

- the reasons for the redundancy;
- the numbers and descriptions of employees to be made redundant and the number of employees to be retained;
- the proposed method of selection;
- the proposed method of consultation;
- the proposed method of communication;
- how many agency workers will be employed.

A copy of the HR1 form will be provided to the employee representatives.

affected employees' views in the consultation have not yet been completed. The elected employee representatives are as follows:

held at <<location>> on <<insert date and time>>. Because the Company has more than 100 employees, the consultation must commence at least 14 days before the first dismissals take effect.

take an active part in collective consultation meetings with the Company.

consultation will proceed;  
meetings;  
avoided;  
require; and  
the collective consultation meetings.

information on:

The Company is proposing to make  
employees;  
employees;  
employees, including the timing;  
employees; and  
at the Company.

representatives.

Please speak to me if you have any queries.

Yours sincerely,

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<<Name & Title>>

For and on behalf of <<Company Name>>

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