

[Print on Company Letterhead Address]

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

<<Date>>

Re: Redundancy Individual

Dear <<Insert Title & Name>>

As you are aware, the Company has been carrying out collective consultations with employee representatives OR [Trade Union] in respect of its redundancy proposal. The reason for the redundancy proposal is <<Insert Reason for the Redundancy e.g. a Business Reorganisation>> because <<Insert Reason e.g Losses/Changing Markets>>.

A total of <<Insert Number of Positions>> in the following team/departments <<state affected teams/departments>> are affected.

Following the collective consultations, <<state how many>> positions have been identified the redundancy selection pools and initial selection has been made. I am sorry to advise you that you have been identified as being at risk of redundancy by reason of redundancy. No final decisions have been made and we will discuss with you about ways in which to avoid redundancy.

Please find enclosed a copy of the redundancy notice <<state if any>> were completed in relation to you.

We/I would now like to invite you to a consultation meeting about your potential redundancy. The meeting will be held on <<Insert Date & Time>> 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 this is possible <<e.g. 5 Days>> of the date of this letter.

Following this consultation meeting, you will have 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.

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This second meeting may bring the process 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 further information, please do not hesitate to speak to <<Insert Name & Position>>, your trade union representative.

Yours sincerely,

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<<Name & Title>>

For and on behalf of <<Company Name>>

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