

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

<<Date>>

Dear <<Insert Title & Name>>

Re: Voluntary redundancy

Thank you for attending the meeting on <<Insert Reason for the Redundancy>>. <<Insert Company Name>>, the Company is considering a total of <<Insert Number of Posts at Risk>> for potential redundancy because of <<Insert Reason for Redundancy>>.

If compulsory redundancies are necessary, we will first consult with affected staff. However, as a first step, we would like to invite employees to consider if they wish to apply for voluntary redundancy. If you wish to apply and are accepted for voluntary redundancy, please see the attached Document OR Available From the HR Department.

If you would like to be considered for voluntary redundancy, please complete the enclosed application form and return it to <<Insert Name & Position>> by <<Insert Date>>. You should be aware that the Company reserves the right to accept or decline any application for voluntary redundancy.

The Company will consider any application for voluntary redundancy on an individual basis if it will accept a reduction in staff. However, the Company will consider whether compulsory redundancies are necessary.

If you have any queries or need further information, please contact <<Insert Name & Position>> or me.

Yours sincerely

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

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When we informed you that, following <<Insert Reason for Redundancy>> of <<Insert Company Name>>, <<Insert Position>> is considered redundant. A total of <<Insert Number of Posts at Risk>> have been selected for potential redundancy because of <<Insert Reason for Redundancy>>.

We will first start a consultation process with affected staff. However, as a first step, we would like to invite employees to consider if they wish to apply for voluntary redundancy. If you wish to apply and are accepted for voluntary redundancy, please see the attached Document OR Available From the HR Department.

If you would like to be considered for voluntary redundancy, please complete and sign the enclosed application form and return it to <<Insert Name & Position>> before <<Insert Date>>. You should be aware that the Company reserves the right to accept or decline any application for voluntary redundancy.

The Company will consider any application for voluntary redundancy on an individual basis if it will accept a reduction in staff. However, the Company will consider whether compulsory redundancies are necessary.

If you have any queries or need further information, please contact <<Insert Name & Position>> or me.