

[Print on Company Letterhead Address]

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

<<Date>>

Dear <<Insert Title and Name>>,

Following our meeting on <<Insert Date>> regarding our recent redundancy consultation, I am pleased to advise you that the Company's terms and conditions of employment for your role is no longer at risk of redundancy. You will remain in your current role on the same terms and conditions.

[The employee(s) whose roles are at risk of redundancy have already been informed.]

Thank you for your understanding and support during this difficult time.

Please speak to me if you have any concerns.

Yours sincerely,

<<Name and Title>>

For and behalf of <<Company Name>>

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