***[****Print on Company Letterhead or insert Address****]***

<<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 Date>> when we informed you that, following <<Insert Reason for the Redundancy E.g. a Business Reorganisation>> of <<Insert Company Name>>, the Company is considering making the post of <<Insert Position>> redundant. A total of <<Insert Number of Posts at Risk>> posts are affected. The posts have been selected for potential redundancy because <<Insert Reason for Post at Risk E.g Losses/Changing Markets>>.

If compulsory redundancies are necessary, we shall shortly start a consultation process with affected staff. However, as a first step, the Company would like to invite employees to consider if they wish to apply for voluntary redundancy. The terms available to those who apply and are accepted for voluntary redundancy are <<State E.g. Set Out in the Attached Document OR Available From the HR Manager>>.

If you would like to be considered for voluntary redundancy, please complete and sign the enclosed application form and return it to <<Insert Job Title E.g. the HR Manager>> before <<Insert Date>>. You should be aware that the Company reserves the right to decide whether or not to accept an employee's application for voluntary redundancy.

The Company will consider any applications for voluntary redundancy and decide on an individual basis if it will accept those applications. After that process is complete, the Company will consider whether or not it is necessary to proceed with compulsory redundancies.

If you have any queries or need help or support, please do not hesitate to speak to <<Insert Name & Position>> or me.

Yours sincerely

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<<Name & Title>>

For and on behalf of <<Company Name>>