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

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Dear <<Insert Title and Name>>,

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

**[**The employee(s) whose roles have been selected for redundancy have already been informed.**]**

Thank you for your understanding and cooperation at a difficult time.

Please speak to me if you have any further questions or concerns.

Yours sincerely,

<<Name and Title>>

For and behalf of <<Company Name>>