*[Print on Company Letterhead or insert Address]*

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Re: Redundancy Consultation Letter

Dear <<Insert Title & Name>>

We are/I am extremely sorry to inform 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>>.

We are/I am considering all possible ways of avoiding redundancy including, if we are/I am able, to offer you a suitable alternative job. Following the conclusion of the collective redundancy consultation process, the next step is to consult with you, to listen to any alternative proposals, suggestions or comments you may have.

We/I would like to invite you to an individual consultation meeting about your potential redundancy. The meeting will be with <<Insert Name & Position>> and will take place at <<Insert Address>>. You are entitled to bring a trade union representative or work colleague with you to this meeting. The suggested date for the meeting is <<Insert Date & Time>>. Please let me/us know if this is possible for you within <<e.g. 5 Days>> of the date of this letter.

Following this consultation meeting, you will be invited to a second meeting which will take place <<e.g. 2 Weeks>> after the first meeting. Again you can bring a union representative or work colleague with you.

This second meeting may bring the consultation period to a close and a decision will be made as to whether or not the redundancy will go ahead.

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

Yours sincerely,

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<<Name & Title>>

For and on behalf of <<Company Name>>