*[Print on Company Letterhead or insert Address]*

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

 Re: Redundancy Individual Consultation Letter

Dear <<Insert Title & Name>>

As you are aware, the Company has been undertaking collective consultations with employee representatives OR [Trade Union representatives] in respect of its redundancy proposal. The reason for the redundancy proposal is <<Insert Reason for the Redundancy e.g. a Business Reorganisation>> because <<Insert Reason for Post at Risk e.g Losses/Changing Markets>>.

A total of <<Insert Number of Posts at Risk>> posts in the following team/departments <<state teams/departments>> are affected.

Following the collective consultation process, we have identified the redundancy selection pools and initial selection has been carried out. We are/I am sorry to advise you that you have been identified as being at risk of leaving the Company by reason of redundancy. No final decisions have been made and we will continue to consult with you about ways in which to avoid redundancy.

Please find enclosed a copy of the selection matrices that were completed in relation to you.

We/I would now 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Name & Title>>

For and on behalf of <<Company Name>>