*[Print on Company Letterhead or insert Address]*

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

I am writing in respect of my/our letter dated <<insert date>> advising you of the termination of your employment by reason of redundancy. As you know, you are currently working your notice period and your employment with the Company is due to end on <<insert date>>.

Since notice of termination of employment was issued, I am pleased to inform you that there has been a change of circumstances and, as a result of <<insert details of change of circumstances>>, it is no longer necessary for the Company to make your role redundant.

As the Company can now offer to continue to employ you in your current role, I would like you to agree to the Company withdrawing your notice of redundancy. If you agree to this, you would continue in employment with the Company on the same terms and conditions of employment and will not be dismissed by reason of redundancy. Your continuity of service will be preserved.

Please sign, date and return the enclosed copy of this letter to me by <<insert date>> to indicate your agreement to the withdrawal of your notice of redundancy. If, however, you are not willing to agree to the withdrawal of your notice of redundancy, please send me your detailed reasons in writing by <<insert date>>. You should be aware that, if you unreasonably refuse an offer by the Company to renew your contract of employment, you may lose your right to statutory redundancy pay.

Please speak to me if you have any questions. I look forward to hearing from you.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>