***TO BE PRINTED ON COMPANY LETTER HEADED PAPER***

**Private and Confidential (SENT FIRST CLASS SIGNED FOR DELIVERY)**

INSERT NAME

INSERT ADDRESS

XXth Month 2020

Dear INSERT NAME,

**Position at risk of Redundancy**

Following our meeting today, I am writing to inform you that your position of INSERT JOB ROLE is at risk of redundancy. This is due to INSERT REASON FOR REDUNDANCY.

Consequently, you are invited to a consultation meeting at which I will outline further the cause of the risk and the reason that your position, is at risk.

A meeting has been arranged at INSERT TIME on INSERT DAY/DATE at our INSERT LOCATION, Office. As this is a Consultation meeting, your views on the matter will be sought and a joint exploration of any redundancy mitigation will be undertaken.

I will Chair the meeting, and INSERT NAME, INSERT ROLE will be in attendance as a note taker.

If you have any questions that you can forward in advance of the meeting, then please feel free to do so and I will seek to have responses prepared for the meeting.

You may be accompanied to the meeting by a work colleague or an accredited trade union representative.

Yours sincerely

**INSERT NAME**

**INSERT JOB ROLE**