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

**Private and Confidential (SENT FIRST CLASS SIGNED FOR POST AND BY EMAIL)**

INSERT NAME

INSERT ADDRESS

XXth Month 2020

Dear INSERT NAME,

**INVITE TO SECOND 1-1 REDUNDANCY CONSULTATION MEETING**

We refer to the announcement phone call on INSERT TIME on INSERT DAY/DATE with INSERT NAME, INSERT ROLE and your subsequent individual consultation meeting which I chaired, and at which INSERT NAME, INSERT ROLE, attended as a notetaker. As we informed you at that meeting, the Company is in the regrettable position of having to consider implementing a redundancy programme. This is due INSERT REASON FOR REDUNDANCY.

You should regard receipt of this letter as forewarning of potential redundancy. I would ask you to again consider and put forward any alternative proposals or suggestions, which you may feel, are relevant and this will be considered during the redundancy process.

If these measures do not resolve the current employment situation, it will regrettably be necessary to consider making compulsory redundancies.

You are assured that you will be fully involved and consulted at each and every stage before any decisions are reached. I appreciate that this news will cause you concern and I am available to discuss all aspects of the potential redundancy situation with you.

We will endeavour to produce an answer to these questions during the next stage of the process and as such, I have arranged for a further 1-1 consultation meeting to be held at INSERT TIME on INSERT DAY/DATE at our INSERT LOCATION, Office. due to the current restrictions and the requirement for compliance with social distancing measures, this meeting will with your agreement be conducted by zoom.

At our second consultation meeting, we will explore the opportunities for suitable alternative employment within the Business and discuss any other internal vacancies available and the process for applying for these roles. In addition, we will discuss what support the Business can provide you if your redundancy is confirmed, such as reasonable paid time off to find new employment. We will also outline and explain the details of any redundancy package if applicable.

You are entitled at this meeting by either a fellow employee or Trade Union Representative. If you wish to exercise this right, then I would point out that it is your responsibility to make the necessary arrangements. Your companion will be permitted to advocate on your behalf, and is required to comply with the same confidentiality policies applied to any other formal meeting. Please confirm that you are able to attend the meeting and if you chose to be accompanied you should advise me of the identity of your companion by INSERT TIME on INSERT DAY/DATE. A telephone call will be sufficient.

At our meeting we will consider all the representations that you have made. As a result, we may determine that your role is no longer subject to provisional selection for redundancy. If this is the case, I will inform you accordingly.

However, if the Business has explored all options as to how any potential redundancies could be avoided or reduced, and the Business is unable to find a way to avoid your redundancy, or identify any suitable alternative employment for you, we will unfortunately have to confirm your redundancy.

If you have any queries regarding the content of this letter or wish to raise alternative suggestions before the next consultation meeting, then please do not hesitate to contact me.

On a personal note may I say how sorry I am that this situation has arisen and wish to assure you that this is no reflection on your abilities or commitment to the Business.

Yours sincerely

**INSERT NAME**

**INSERT JOB ROLE**