***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,

**Position No Longer At Risk - Redundancy**

I am writing further to our second 1-1 Redundancy Consultation Meeting, which I chaired on INSERT TIME on INSERT DAY/DATE, at which INSERT NAME, INSERT ROLE, was also in attendance as note taker. You chose to exercise your right to be accompanied, and INSERT NAME, INSERT ROLE, attended as your representative OR you chose not to exercise your right to be accompanied and attended the meeting on your own. \*\* DELETE WHERE APPROPRIATE

I am pleased to advise you that the Company’s recent redundancy consultation has ended and that your role is no longer at risk of redundancy. You will remain in your post on your current terms and conditions.

The employee(s) whose roles have been selected for redundancy have already been informed. \*\* DELETE WHERE REQUIRED

Thank you for your understanding and cooperation at a difficult time.

Please speak to me if you have any further questions or concerns.

Yours sincerely,

**INSERT NAME**

**INSERT TITLE**