

[Addressee]
[Address line 1]
[Address line 2]
[Town]
[County]
[POSTCODE]

[Date]

Dear [Enter name]

Confirmation of first redundancy consultation

I am writing to confirm the details of our consultation meeting of [Enter date].

Present at the meeting were ourselves and [Enter names and positions].

At the meeting you were advised of the reasons for the redundancy situation and these are summarised as follows:

[Enter summarised reasons for the redundancy]

Further, and with regret, you were advised that your job is at risk and you may, subject to the completion of full and proper consultation, be dismissed by reason of redundancy as a result.

I asked if you had any suggestions for avoiding or mitigating the need for redundancies and we also discussed the proposed selection criteria as follows:

[Enter summary of selection method]

Please find attached a copy of the selection matrix as it applies to you.

We also discussed the possibility of providing an alternative job [but there were none available/and we will write separately with details of those available and application procedures] *[delete as applicable]*.

You raised the following points.

- [Enter issues raised]

I will consider these points and give you my decision at our next consultation meeting. I also invited you to consider any further proposals you may have for discussion at our next meeting. We also discussed the possibility of providing an alternative job [but there were none available/and we will write separately with details of those available and application procedures]. *[Delete as appropriate]*

The meeting is the first in a period of individual consultation. We will consider all ideas, suggestions and representations you wish to make to us in this period whether in the meetings or in writing if you wish.

Yours sincerely

[Signatory name]
[Job title / Department]