

[Employee name]
[Address line 1]
[Address line 2]
[Town]
[County]
[POSTCODE]

[Date]

Dear [Enter name]

REDUNDANCY CONSULTATION

I am sorry to advise you that [Enter name] is contemplating making redundancies for [Enter reason(s)] and your area is one which may be affected by these proposals. We appreciate this is a difficult time for you and we will be shortly commencing the consultation period with those employees who have been selected as being "at risk" of redundancy.

I should therefore like to invite you to a meeting to discuss this and to seek your views on ways in which the redundancies might be avoided or mitigated and the possible selection criteria should they prove necessary.

The meeting will be held on [Insert date] at [Insert time] in [Insert location]. [Optional](#) [Whilst you do not have a right to be accompanied at this meeting if you wish to do so you may be accompanied by a work colleague or an accredited trade union official of your choice. If you wish to bring a colleague, I should be grateful if you could let me know their name so that I can ensure that they can be made available. [Insert for non-unionised organisations](#) [If you choose to bring a union representative they should bring their credentials with them, and it would be helpful if you could provide their name and the relevant union at least one day before the meeting.]

If redundancies are necessary, [Enter name of sessors] will conduct an assessment of all the staff within [Enter pool]]. Enclosed is a copy of the criteria and redundancy matrix we would propose using if redundancies prove necessary. You will have the opportunity to comment on them at the meeting.

If in the meantime you have any queries or concerns then please do not hesitate to contact me.

Yours sincerely,

[Signatory name]

[Job title / Department]