**DRAFT LETTER**

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XXX  
XXX

(insert date)

Dear (insert name),

Thank you for attending the recent meetings when we informed you that, it is regrettably inevitable that the Company’s decision to reorganise the operational requirements at (insert site name) would result in redundancies, and that we anticipate it will be necessary to make a number of employees redundant.

I would like to confirm that a final consultation meeting has been scheduled for **(date)** at (insert time). The meeting will take place in (insert venue). **You have the right to be accompanied by a fellow employee or trade union official.**  If you wish to exercise this right then it is your responsibility to make the necessary arrangements.

In addition, should there be any further vacancies following the decision on the date, I will inform you as soon as practicable.

We appreciate this is a distressing period for you however, the Company would ask that you continue to conduct yourself appropriately and maintain a professional approach at all times both, internally and externally.

If you have any queries regarding the contents of this letter do not hesitate to contact me.

Yours sincerely,

(insert name)

**(insert title)**

For and on behalf of