Private and Confidential

Name

Address

Address

Dear Name

I am writing to you further to our conversation that took place today.

During our conversation, I explained that that your duties as POSITION has become REASON FOR DECREASE / OR POSITION BECOMING EXTINT and as a result you are currently been placed at risk of redundancy as it is regrettable that it may result in redundancy. We will be carrying out a 14 day consultation process with effect from DAY & DATE and a decision will not be made until DAY & DATE.

I would like to invite you to an individual consultation meeting for DATE, TIME at Location.

At this meeting we will discuss the likely impact of the proposals upon you all and see if job losses can be either avoided or reduced.

It is important that you attend a meeting so we can discuss this matter in greater detail; 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.

At the meeting you will be informed of the Company’s position and will be given the opportunity to ask questions and to make any suggestions that you might have in connection with the proposals put forward. Any such suggestions will be carefully considered by the Company.

I look forward to seeing you at the scheduled meeting.

Should you be unable to attend the meeting, I would appreciate it if you could let me know and we will arrange for this meeting to be rescheduled for a more suitable time.

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

Yours sincerely

NAME

TITLE