IPrint on Co

ert Address**1**

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Dear << Insert Title & Name>>

Re: Voluntary redundancy

Thank you for attending the meeti <<Insert Reason for the Redunda Name>>, the Company is consid total of <<Insert Number of Posts for potential redundancy because Markets>>.

If compulsory redundancies are n affected staff. However, as a fir consider if they wish to apply fo apply and are accepted for volun Document OR Available From the

If you would like to be considered enclosed application form and ret <<Insert Date>>. You should be whether or not to accept an emplo

The Company will consider any individual basis if it will accept Company will consider whether redundancies.

If you have any queries or need I Name & Position>> or me.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company



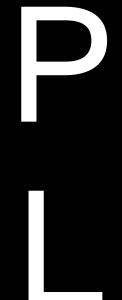
hen we informed you that, following rganisation>> of <<Insert Company f <<Insert Position>> redundant. A sted. The posts have been selected Post at Risk E.g Losses/Changing

ly start a consultation process with would like to invite employees to The terms available to those who State E.g. Set Out in the Attached

cy, please complete and sign the le E.g. the HR Manager>> before any reserves the right to decide ntary redundancy.

y redundancy and decide on an er that process is complete, the ry to proceed with compulsory

o not hesitate to speak to <<Insert



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