

[Print on Company Letterhead - Insert Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

We are/I am extremely sorry to inform you that due to
e.g. a Business Reorganisation>>
potentially making the <<STATE>>
redundant because <<Insert Reason>>.

[Your post is not at risk of redundancy and a process of consultation is in progress to avoid redundancy. It is difficult to estimate the consultation period on the issues raised, but it is likely to be <<Insert Period>>.

No decisions have as yet been taken until the consultation is complete.

We/I realise that this is a difficult area and we/I shall try to keep you as informed as we can.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

<<Insert Reason for the Redundancy>>, the Company is considering
reducing the number of employees in the <<STATE>> department
due to <<Insert Reason>>.

Considering all possible ways of avoiding redundancy, we/I have
agreed with those who are at risk of redundancy that the
consultation period will take as it depends on the issues raised
<<Insert period e.g. one month>>.

until the consultation is complete.

Everyone and we/I shall try to keep you as informed as we can.