[DATE]

[Name of employee]

[insert address]

Dear [Name],

**Warning of possible redundancies**

[NAME OF EMPLOYER] faces a very difficult situation where, as we announced to staff at today’s meeting, we are facing the prospect of making staff redundant. This letter confirms what we announced and contains important information about what will happen next and how it may affect you.

[DESCRIBE THE EVENTS LEADING TO THE NEED FOR REDUNDANCIES AND HOW THEY HAVE AFFECTED THE RELEVANT LOCATION, DIVISION OR DEPARTMENT]

Due to these events, and in spite of our careful and thorough consideration of all possible options, we have concluded that we may have no alternative but to make redundancies. The risk that we are still working hard to try and avoid relates to our likely [inability to continue to provide work for all of our employees at [LOCATION, DIVISION OR DEPARTMENT]] OR [need to close down LOCATION, DIVISION OR DEPARTMENT].

We are actively [exploring] OR [continuing to explore] alternatives to compulsory redundancies and, if this proves unavoidable, we will work hard to minimise the number of employees affected. [We will consult with representatives of all affected employees in due course.]

The alternatives to compulsory redundancy that we are considering include [specify measures being discussed]. We welcome your ideas and input during this period of exploration. So, if you have any suggestions on ways to avoid redundancies, please let [me] know.

[If, ultimately, we cannot avoid making redundancies, then the stark reality is that we will have to let employees go. Our current assessment of the situation means that we’re anticipating compulsory redundancies affecting [all of the] employees in the [LOCATION, DIVISION OR DEPARTMENT]]

OR

[If, ultimately, we cannot avoid making redundancies, then the stark reality is that we will have to let employees go. Our current assessment of the situation means that the following [jobs] OR [roles] are likely to be at risk:

* [PLEASE SPECIFY]]

If redundancies prove to be unavoidable, individuals [from each pool] will be selected for redundancy.

[We will manage this selection process using objective and quantifiable selection criteria that we will share details on once they are finalised.]

OR

[We are currently proposing to use the following selection criteria:

* [LIST CRITERIA]]

[We will consult with appropriate representatives of employees who may be affected. Our consultation will make clear our proposed selection criteria for identifying staff at risk of redundancy and we will explore ways of avoiding or reducing the number of redundancy dismissals and minimising the consequences of any such dismissals.]

[As [NAME] of the union is recognised in relation to [DETAILS OF BARGAINING UNIT], we will inform and consult with [NAME] as your representative.]

OR

[As there is an existing body of employee representatives [GIVE DETAILS], we will inform and consult with that body as your representatives.]

OR

[There are no appropriate representatives in place right now in relation to the affected employees, so we will conduct an election so that employees can elect their preferred representatives. I will be in touch to communicate more about this election process shortly.]

We will keep employee representatives and all affected employees regularly up to date with the progress of our consultation process. [PROVIDE DETAILS OF HOW THIS INFORMATION WILL BE DISSEMINATED]

We expect that [elections for representatives will take place within the next [3 to 4] weeks]. This will be followed by a consultation process which is anticipated to take [between 2 to 3 weeks][, although this is only a rough timescale and may be subject to change].

[Following our consultation with the Union involved] OR [Following our consultation with elected employee representatives] or [STATE OTHER RELEVANT TIMESCALE], we will arrange individual meetings with each affected employee in order to consult with them in more detail about our proposals and how these may affect them personally. If you have any questions in the meantime, please do not hesitate to contact [me] OR [NAME] by [specify contact details].

I would like to thank you for your continued professionalism during this difficult period.

Yours sincerely, [NAME OF SENDER]

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On behalf of [NAME OF YOUR BUSINESS]