[DATE]

[Name of employee]

[insert address]

Dear [NAME OF EMPLOYEE],

**Feedback from provisional redundancy selection meeting on [DATE]**

The following is a summary of our discussions at the meeting on [DATE] about your provisional selection for redundancy:

[outline the position using the doc guide notes as a framework for the recommended points]

The process that we followed, and explained to you, resulted in your position being provisionally selected for redundancy. More specifically, we discussed that your role was identified because [specify reasons].

We have not reached any conclusions about you being redundant, as we emphasised during the above meeting. However, if you were to be made redundant it would be on the following terms [give details].

Unfortunately, we have not been able to identify any appropriate alternative positions within the business, but please rest assured that we will continue to try to identify ways in which your redundancy can be avoided and to identify any appropriate alternative positions.

[If your selection for redundancy is confirmed, you will be entitled to reasonable paid time off during your notice period to look for a new job or arrange training for your future employment.]

[At our meeting on [DATE], you suggested [detail any suggestions]. The business has considered these and [describe the response].

We’re now inviting you to attend a further consultation meeting at [SPECIFY LOCATION] on [DATE] at [TIME]. Here, we can discuss the business’ response to those suggestions, and any other issues that you wish to raise. As before, you may of course choose to be accompanied by [a trade union representative or] a companion at this meeting. If you do wish to invite someone else to accompany you, please let [me] know their name as soon as possible so that we can make the necessary meeting arrangements.

If you have any questions in the meantime, please let me know by [give contact details].

Yours sincerely,

[NAME OF SENDER]

………………………………………………………………………..

On behalf of [NAME OF EMPLOYER]