[INDIVIDUAL REDUNDANCY – POOLED ROLES]

LETTER INVITING EMPLOYEE TO REDUNDANCY APPEAL MEETING

GUIDANCE NOTES:

- This letter template needs to be tailored to the particular circumstances which apply. Where information is needed, this is flagged in capitals. Where lowercase text is enclosed in square brackets this means you need to consider whether this content is relevant and applicable to your particular situation.

- Once an individual is identified as at risk of redundancy (even in a collective redundancy situation where there is consultation taking place with a recognised trade union or appropriate elected representatives), the Company must undertake consultation with the individual about their personal situation and how the redundancy may be avoided. This letter template can therefore be used in both individual and collective redundancy situations.

__________________________________________________________________________________________

TEMPLATE LETTER:

Dear [NAME]

REDUNDANCY APPEAL MEETING

Thank you for your letter dated [ADD DATE OF APPEAL LETTER].

I am writing to invite you to a meeting to discuss your appeal against your redundancy on [DATE] at [TIME]. The meeting will take place at [LOCATION] and will be conducted by [NAME]. [NAME] will also attend to take notes.

You can bring a colleague or trade union official with you to the meeting, if you wish.

If you would like [name of manager conducting appeal] to consider any documents in support of your appeal, please let me have copies by [date, e.g. day before appeal meeting], if possible. Please also telephone [me] to confirm that you will be able to attend the meeting on [date].

If you have any questions prior to the appeal meeting, please contact me.

Yours sincerely

[NAME]
[POSITION]
Simply Business have teamed up with Clarkslegal LLP to bring you a free, customisable legal document. Simply Business are one of the UK’s biggest small business insurance providers, insuring over 400,000 self-employed people and landlords. Because this is a template document, it hasn’t been drafted to meet your individual requirements and it doesn’t constitute legal advice from Clarkslegal LLP to you. As well as filling in the obvious gaps (e.g. relevant names and dates), so that you can personalise it for your own use, you might also want to make your own changes to it. Depending on your particular circumstances, it might not contain everything that you need. If you do decide to adapt it in any way, the changes you make are your sole responsibility. Whilst this document isn’t intended to replace the personalised, professional advice you can receive from a solicitor, if you have any questions about it and/or would like legal advice in relation to matters covered by this template document, Clarkslegal LLP can of course help you. All you need to do is get in touch and Clarkslegal LLP will talk you through your options on how to get the right legal advice and ensure the document is fully tailored to fit your own requirements. As you’d expect with template materials and general guidance from any similar source, Clarkslegal LLP don’t accept responsibility for any action you might take in relation to documentation provided on this website. (Clarkslegal LLP are also obliged to point out that, to the fullest extent permitted by law and except in respect of death or personal injury arising from our negligence, Clarkslegal LLP exclude liability for any claims, loss, demands or damages of any kind whatsoever with respect to this document including, without limitation, direct, indirect, incidental or consequential loss or damages, whether arising from loss of profits, loss of revenue, loss of data, loss of use, loss of reputation, loss of goodwill or otherwise and whether or not the possibility of such loss has been notified to us.)