

[INDIVIDUAL REDUNDANCY – POOLED ROLES]

LETTER TO BE SENT TO AFFECTED EMPLOYEE WITH POOLING AND SELECTION INFORMATION

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.
 - Check any redundancy policy or union recognition agreement with regard to any procedure.
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TEMPLATE LETTER:]

Dear **[NAME]**

[For those in attendance during group announcement: I write to confirm what you were told in our meeting today.] **[For those who were absent from group announcement:** I am writing to inform you of the group announcement that was made today concerning the future of **[THE NAME OF BUSINESS/BUSINESS AREA/DEPARTMENT]** and how our proposals may impact your employment. I enclose a copy of the announcement.]

YOUR ROLE

We have reviewed the duties and responsibilities which form your role and, having compared this across **[the rest of our business]** OR **[particular division, department]**, we consider that your role should be placed in a pool including the following other roles:

- **[LIST HERE OTHER ROLES WITHIN POOL]**

[Enclosed is a list of all of the other pools and the roles within them, which the Company has drawn up for the purposes of this redundancy proposal based upon the duties, responsibilities, skills, location and status of the roles.]

Unfortunately, the Company has found that it needs to reduce the number of roles within your pool by **[NUMBER]**. The reason for this is **[SET OUT REASONS E.G. COST SAVINGS, EFFICIENCY ETC, AND WHY EMPLOYEE'S ROLE IMPACTED]**. The Company must therefore undertake a selection process to decide which employees within your pool will be "at risk" of dismissal for redundancy. This selection process will consist of the application of selection criteria and attribution of scores to all employees within the pool. The **[NUMBER]** lowest scoring employees will be "at risk" of dismissal for redundancy.

You will find enclosed the selection criteria the Company proposes to use to select employees for redundancy from your particular pool. **[SEND SELECTION CRITERIA WITH THIS LETTER.]** The criteria are weighted to reflect their relative importance and value to the business going forward.

[If you have any comments or queries in relation to the proposed pool or selection criteria, you should email your comments or queries with full reasons and/or your queries to me by [DATE]. We will consider and respond to any comment or query.]

We propose to undertake the selection process from **[DATE (must be after the deadline for comments or objections to pools/selection criteria)]**. The selection process will be undertaken by **[NAME(S) OR JOB TITLE(S) OF SCORER(S)]**. Once the selection process is complete, we will be in contact with you to confirm the outcome in relation to your employment. At that stage, we will be in a position to confirm either:

- (a) That you are “at risk” of redundancy having been [one of [the]] lowest scoring employees in your pool; or
- (b) That you are “provisionally safe” from redundancy having been [one of [the]] highest scoring employees in your pool.

I understand that this is an uncertain time for you and would like to assure you that we will undertake the selection process as swiftly as possible, bearing in mind the importance to be thorough. Should you have any queries or concerns in the meantime, please do not hesitate to contact me.

Yours sincerely,

[NAME]
[POSITION]

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