

## **[INDIVIDUAL REDUNDANCY – POOLED ROLE]**

### **TO BE SENT TO EMPLOYEE INVITING TO 2<sup>ND</sup> AND ANY SUBSEQUENT CONSULTATION MEETINGS – DO NOT USE FOR FINAL CONSULTATION 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.
- Accompaniment at consultation meetings by a work colleague or a trade union representative is recommended best practice but not a legal requirement. Also, check any redundancy policy or union recognition agreement with regard to any procedure and representation rights.

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#### **TEMPLATE LETTER:]**

Dear **[NAME]**

#### **CONSULTATION MEETING**

Following our last consultation meeting on **[DATE]**, I write to invite you to a further consultation meeting with me on **[DATE]**, **[TIME]**, **[LOCATION]**. A representative from HR will also be in attendance at this meeting. The purpose of this meeting will be to continue our discussion on the current redundancy situation, how it impacts on you and alternatives to redundancy, particularly looking at alternative roles for you within the business. [You may be accompanied at this meeting by a colleague [or trade union representative.]]

Please confirm that you will be in attendance at this meeting.

Yours sincerely,

**[NAME]**  
**[POSITION]**

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