

[INDIVIDUAL REDUNDANCY – POOLED ROLE]

LETTER FOLLOWING CLOSE OF REDUNDANCY PROCESS TO PROVISIONALLY SAFE EMPLOYEES TO CONFIRM SAFE

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, 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.
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TEMPLATE LETTER:]

Dear **[NAME]**

SAFE FROM REDUNDANCY

I write further to my previous letter of **[DATE]** in which I explained to you that you were "provisionally safe" from redundancy.

I now write to confirm that the redundancy process has concluded and your employment is unaffected.

I would like to take this opportunity to thank you for your patience and continued efforts during this unavoidably difficult and uncertain time.

Yours sincerely,

[NAME]
[POSITION]

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