

## **[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.

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#### **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]**

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