

[INDIVIDUAL REDUNDANCY – POOLED ROLE]

LETTER TO EMPLOYEE INVITING TO 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.

TEMPLATE LETTER:]

Dear **[NAME]**

FINAL CONSULTATION MEETING

Following our consultation meeting on **[DATE]**, I write to invite you to a further consultation meeting on **[DATE]**, **[TIME]**, **[LOCATION]**. 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.

Please note that if we are unable to find a feasible alternative to redundancy, at the conclusion of this next meeting, we may confirm your dismissal by reason of redundancy. If this is the case, we anticipate that your last working day would be **[DATE]**. You [would/would not] be required to work out your notice period. [Instead, you will receive a payment in respect of your salary [and contractual benefits] for the duration of your notice period.]

To confirm, in the event that your redundancy is confirmed, you would receive:

- Your salary and benefits up to your last working day paid in the usual way;
- A payment in respect of any entitlement to accrued holiday;
- [A payment in lieu of your notice entitlement]
- [A statutory redundancy payment of £[x]]
- [An ex gratia payment of £[x] [subject to you signing a contractual waiver OR settlement agreement]]

[You would also be entitled to the benefit of outplacement support. For further information on this service, please contact [NAME]].

[I enclose an up to date list of current vacancies within the Company [and our Associated Companies]].

Yours sincerely

[NAME]
[POSITION]

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