

INDIVIDUAL REDUNDANCY – POOLED ROLE

LETTER TO AT RISK EMPLOYEES FOLLOWING SELECTION PROCESS

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 procedure and any representation rights.

TEMPLATE LETTER:]

Dear **[NAME]**

OUTCOME OF SELECTION PROCESS

I write further to my previous letter of **[DATE]** in which I explained to you the process the Company would be undertaking to select which employees would be “at risk” of redundancy owing to the current redundancy exercise. Please refer back to my previous letter for the reasons why your role is potentially affected by redundancy.

[NAME(S)/JOB TITLE(S) OF SCORER(S)] undertook the selection process and, unfortunately, you were [one of the/the] lowest scoring employee[s] in your pool. Accordingly, I write to confirm that you are now “at risk” of dismissal for redundancy.

I enclose a copy of your assessment sheet which records the scores attributed to you.

Any comments you may have in relation to your selection will be discussed with you at your forthcoming consultation meeting (see below). Prior to the meeting, you should confirm to me in writing (preferably by email) any particular comments you have on your scoring. I can then ensure that I am best prepared to address any issues you raise, making best available use of our time at the consultation meeting.

CONSULTATION

No decision as to whether or not your employment will terminate by reason of redundancy has yet been taken. Please rest assured that a thorough consultation process will be undertaken with you before any such decision is made. The consultation process will continue for a reasonable time to allow you to comment upon and raise queries in relation to the redundancy proposal and its impact on your employment. At this stage, we envisage that the redundancy consultation will end on **[date]**. However,

please note that if, during the course of the consultation, we consider that further time is needed to continue to explore alternatives to redundancy, we may extend the consultation period in relation to you. We will also consider any requests for early release, for example where alternative employment has been secured, subject to business needs.

The Company wishes to avoid your dismissal by reason of redundancy if at all possible and therefore the purpose of the consultation process will be to hear your views on the redundancy situation identified by the Company and on any way of avoiding it. **[I attach a list of current vacancies within the Company [and our Associated Companies] please consider if you would be interested in any of these roles.] [Unfortunately, we have been unable to identify any suitable vacancies at the present time.]**

IF YOU ARE DISMISSED FOR REDUNDANCY

If you are ultimately dismissed by reason of redundancy, your dismissal would be effective from [DATE] [and you would be paid in lieu of notice.]

You would be entitled to a statutory redundancy payment of £[x]. [In addition, the Company will make an ex gratia payment of £[y], subject to certain conditions [including the signing of a settlement agreement].]

I would, though, like to emphasise that no decision has yet been taken as to whether or not the Company will have to dismiss you by reason of redundancy. The consultation process, which we will now have with you, is to find a way of retaining you with us.

CONSULTATION MEETING

Please attend a consultation meeting with me on [DATE] at [TIME] at [PLACE] to discuss this further. You can bring a colleague or trade union official with you to the meeting, if you wish. Please confirm that you will be in attendance at this meeting.

If you have any questions prior to [DATE], please contact me.

Yours sincerely

[NAME]
[POSITION]

[Enc. Copy of Employee's Assessment Sheet]

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