

[INDIVIDUAL REDUNDANCY – POOLED ROLE]

LETTER FOLLOWING SELECTION PROCESS TO NOTIFY PROVISIONALLY 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 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.
 - Check any redundancy policy or union recognition agreement with regard to any procedure.
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TEMPLATE LETTER:]

Dear **[NAME]**

PROVISIONALLY SAFE FROM REDUNDANCY

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.

The Company has now completed the selection process for **[INSERT NAME OF POOL]** and I am pleased to be able to advise you that at this stage you have not been selected for redundancy. Please note that this is a “provisional” result only and we will be unable to confirm with certainty that you will be unaffected by the redundancy process until the redundancy process which will continue for those employees provisionally selected for redundancy has been completed. This is because the employee[s] provisionally selected for redundancy in **[INSERT NAME OF POOL]** have the opportunity to challenge their selection during the individual consultation process. In addition, if any employees are made redundant, they may appeal against this decision. Once the redundancy process has been completed, I will contact you again to confirm the position.

If you have any queries or concerns in the meantime, please do not hesitate to contact me.

Yours sincerely,

[NAME]
[POSITION]

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