

[INDIVIDUAL REDUNDANCY – POOLED ROLE]

LETTER TO EMPLOYEE TO CONFIRM OUTCOME OF APPEAL

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 company redundancy policy or any relevant trade union recognition agreements with regard to procedure.

TEMPLATE LETTER:

Dear **[NAME]**

APPEAL OUTCOME

I write further to our meeting on **[DATE]**, at which we discussed your appeal against your dismissal for redundancy.

I have carefully considered the points you raised, and I have decided to [uphold OR change our original decision].

[Where upholding original decision: I have decided to uphold the original decision to dismiss you for redundancy for the following reasons. **[SET OUT REASONS].]** **[Where changing the original decision:** I have decided to overturn the decision to dismiss you for redundancy. My reasons for this are as follows. **[SET OUT REASONS].]**

[The arrangements for dismissal set out in our letter of **[DATE]** are [revoked OR varied as follows **[INSERT NEW ARRANGEMENTS INCLUDING EFFECT ON CONTINUITY OF EMPLOYMENT AND SALARY].]**

This is the Company's final decision and there is no further right of appeal.

Yours sincerely

[NAME]
[POSITION]

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