**Letter formally notifying an employee that they have been selected for redundancy as part of the individual consultation process**

**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I write further to the consultation meetings held on [insert dates of consultation meetings] in relation to the current redundancy situation. At the meetings we discussed the business case for the redundancy, which is [insert details of business case], and whether there were any options to avoid or reduce the need for redundancies.

I would like to invite you to attend a further consultation meeting on [insert date] at [insert time] in [insert location]. This meeting will constitute the final stage of the consultation process and, regrettably, I can confirm that your position has been selected as being at risk of redundancy because [insert reasons].

The purpose of this meeting is to allow you another opportunity to discuss any views and make suggestions that you feel we should take into account to avoid the need to make a compulsory redundancy. We will also discuss any alternative employment and review the consultation process.

You have the right to be accompanied at the hearing by a colleague or a trade union official. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

It is important to stress this letter does not constitute formal notice of redundancy and does not mean that we have made a final decision in relation to your continued employment. However, you should be aware that this meeting may result in the termination of your employment.

If you have any questions regarding the contents of this letter please do not hesitate to contact me.

Yours sincerely,

[Insert name]

[Insert job title]