**Letter inviting an employee provisionally selected for redundancy to a second individual consultation meeting**

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Potential redundancies in *[insert name of department/Company]***

I am writing further to our consultation meeting held on *[insert date]* regarding the potential redundancy situation the Company is facing.

At the meeting we discussed that redundancies are being proposed because *[insert business reasons for redundancy]*. We also explained that your role was affected due to *[insert reasons for role being at risk]*.

You made suggestions as to alternatives and counter proposals which could be used to avoid redundancies. These were: *[insert details of suggestions the employee made at the meeting]*.

Following the meeting, the Company has given full consideration to your *[delete as appropriate – suggestions/proposals]*. I would like to invite you to a further consultation meeting on *[insert date]* at *[insert time]* in *[insert location]* to allow us to discuss our response to these *[delete as appropriate – suggestions/proposals]*. The meeting will be held by *[insert name and job title]* and *[insert name]* will be present as minute taker.

This second meeting will also be used to discuss any alternative employment vacancies within the Company that are suitable for your skills, background and experience. Please give some thought to any alternative employment you deem to be appropriate.

*[Optional]* You have the right to be accompanied at the meeting 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.

If you are unable to make the meeting as scheduled, please contact me by *[insert date]* to rearrange this.

It is important to stress this letter does not mean the Company has made a final decision in relation to the redundancy and we will not make a decision until the consultation process has been completed.

I appreciate that this process may cause you some concern. I am available to discuss any questions or concerns you have about the potential redundancy situation so please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*