**Letter inviting an employee to an individual consultation meeting regarding potential redundancy**

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

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

Further to our earlier discussion on *[insert date]* and my letter of *[insert date]*, I regret to confirm that the Company is facing a potential redundancy situation and anticipates having to make *[insert number/affected employees]* employeesredundant within *[insert team/department/area]*. Redundancies are being proposed because: *[insert business reasons for redundancy]*.

As confirmed in my letter of *[insert date]*, your role has been identified as being at risk of redundancy. As a result of this, the Company commenced a *[insert number] [delete as appropriate – week/month]* period of consultation with you.

I would like to invite you to attend an individual consultation meeting on *[insert date]* at *[insert time]* at *[insert location]*. This meeting will be held by *[insert name and job title]* and *[insert name]* will also be present as minute taker.

The purpose of this meeting is to discuss the proposed redundancy and consider any alternative proposals or suggestions you may have to avoid redundancies.

*[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]*