**LETTER TO EMPLOYEE (SELECTED FROM A POOL OF SELECTION)**

**AFTER FIRST CONSULTATION MEETING**

Dear [NAME]

**Redundancy Situation**

I refer to our recent meeting.

The meeting was held to consult with you regarding the potential redundancy situation that was explained in my previous letter and to consider any alternative suggestions which might avoid the potential redundancy situation.

I enclose a note of our meeting confirming the matters we discussed.

It was agreed in the meeting that you and the Company would give further consideration to any alternative options or vacant positions that may exist to avoid your redundancy.

Please attend a further meeting on [DATE] at [TIME] so that we can discuss these issues. Unfortunately, if no alternatives to redundancy can be identified, your employment will be terminated by reason of redundancy at the end of that meeting.

You are entitled to bring a fellow employee or a trade union representative to the meeting. If you do wish to bring a companion, please let me know their name as soon as possible.

Should you have any queries prior to the meeting please do not hesitate to contact me.

Yours sincerely

[NAME]