**LETTER REQUESTING VOLUNTEERS FOR REDUNDANCY**

Dear [NAME]

**Applications for voluntary redundancy**

I am writing following the recent announcement concerning a potential redundancy situation.

The Company wishes to avoid compulsory redundancies insofar as possible. I am therefore writing to all affected employees to ask for applicants for voluntary redundancy.

The Company reserves the right not to accept all applications for voluntary redundancy, particularly if there are more applications than the proposed number of redundancies or it considers that it is in the long-term interests of the Company to retain certain employees.

The Company will see how many individuals wish to take up voluntary redundancy and decide on an individual basis if it will accept those applications. It is only after this has been done that it will go on to consider whether or not it is necessary to proceed with compulsory redundancies.

If you want to apply for voluntary redundancy on this basis please sign and return the attached copy of this letter to me as soon as possible. Upon receipt of your application, we will write to you setting out the terms of your voluntary redundancy.

If you have any questions in the meantime, please do not hesitate to contact me.

Yours sincerely

[NAME]

I wish to apply for voluntary redundancy on the terms set out in this letter. I understand that the Company is under no obligation to accept this application.

Signature: ...................................................

Name: .........................................................

Date: ...........................................................