**LETTER ACCEPTING REQUEST FOR VOLUNTARY REDUNDANCY**

Dear [NAME]

**Application for voluntary redundancy**

Following our recent letter inviting applicants for voluntary redundancy, we have now had the opportunity to review all the applications received.

I am pleased to be able to inform you that the Company has decided to provisionally accept your application for voluntary redundancy. However, we would like to have a meeting with you to discuss your application further before any final decisions are taken. You are therefore invited to attend a meeting with me on [DATE] at [TIME].

The purpose of the meeting will be to discuss your application for voluntary redundancy and, if your application is accepted on a firm basis, to finalise the details relating to the termination of your employment on the ground of voluntary redundancy, including:

* Date of proposed termination of your employment.
* Whether you would be required to work your full notice period or part of your notice period or whether you would be paid in lieu for your full/part of your notice period.
* The amount of redundancy pay you would receive.
* Proposed arrangements for the return of Company property in your possession.

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.

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

Yours sincerely,

[NAME]