**LETTER TO EMPLOYEE (IN A UNIQUE ROLE)**

**AFTER FIRST CONSULTATION MEETING**

Dear [NAME]

**Redundancy Situation**

I refer to our recent meeting [DATE].

The purpose of the meeting was to consult with you regarding the potential redundancy situation that has arisen.

I attach a copy of the minutes of our meeting which confirm the matters discussed.

Unfortunately, if the Company’s proposal is put into effect, you remain at risk of being made redundant if no alternative roles can be identified.

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 continue to consult with you over the potential redundancy situation. Unfortunately, if no alternatives 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.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please contact me immediately.

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

Yours sincerely,

[NAME]