**LETTER TO EMPLOYEE REPRESENTATIVES FOR COLLECTIVE REDUNDANCY CONSULTATION**

Dear [NAME]

**Collective consultation**

Following the Company’s recent announcement, I write to confirm that the we are proposing to make a number of redundancies because [REASONS].

The Company is obliged to consult with appropriate representatives of the affected employees where it is proposing to make 20 or more employees redundant within a period of 90 days.

You have been elected to act as an employee representative in relation to this consultation process

I am therefore providing you with the following relevant information:

* It is proposed to make redundancies at [LOCATIONS] for the reasons stated above.
* The proposed redundancies would affect:
  + [NUMBER] employees who are employed as [JOB TITLE]; and
  + [NUMBER] employees who are employed as [JOB TITLE].
* The Company is proposing to select which employees to make redundant on the basis of the selection matrix attached.
* The timetable for carrying out the redundancy exercise is as follows:
  + [SET OUT DATES]
* The Company is proposing to pay those employees who are made redundant a statutory redundancy payment.
* There are currently [NUMBER] agency workers working temporarily for and under the supervision and direction of the Company in the following roles: [LIST]

We need to meet with all of the employee representatives to discuss the proposed redundancies and to consult with you over ways of avoiding the dismissals, reducing the number of employees to be dismissed and mitigating the consequences of the dismissals.

I have therefore arranged a meeting for [DATE, TIME AND LOCATION] with all of the employee representatives to commence the consultation process.

Should you have any queries in relation to the consultation process, please do not hesitate to contact me.

Yours sincerely

[NAME]