**LETTER NOTIFYING EMPLOYEE AT RISK OF REDUNDANCY**

**OF AN ALTERNATIVE ROLE**

Dear [NAME]

**Redundancy Situation**

I refer to our recent meeting to discuss the potential redundancy situation affecting your role.

I am writing to inform you that we have of the following vacancy which you may wish to apply for as an alternative to redundancy:

[VACANT ROLE]

If you wish to apply for the role please let me know within the next 5 working days. You may be required to attend an interview to assess your suitability for the position.

As the new job is different from your old job, you will, if you are successful, be entitled to a statutory trial period of four weeks. If either you or the Company finds during this time that the job is unsuitable for you, you will be treated as having been dismissed by reason of redundancy on the date your original job came to an end and you will retain your right to a statutory redundancy payment.

Yours sincerely,

[NAME]