**LETTER CONFIRMING REDUNDANCY SITUATION**

**– EMPLOYEE IN SELECTION POOL**

Dear [NAME]

**Potential redundancy situation**

I refer to our recent meeting regarding a potential redundancy situation.

You were made aware that we are currently considering a proposal whereby [SET OUT REASONS FOR REDUNDANCY].

This proposed change will mean that the Company will need to reduce the number of employees holding the post of [JOB TITLE] from [NUMBER] to [NUMBER]. In order to identify those employees whose positions may be made redundant, we intend to conduct a selection exercise using the attached selection matrix.

The selection process will be carried out by [INSERT NAMES] and those provisionally selected will be notified in writing as soon as possible.

If you are, following the selection exercise, you are provisionally selected for redundancy then you will receive a copy of your score against the selection matrix. You will not be entitled to receive details of other employees’ scores. You will then be invited to a consultation meeting to discuss your score and to explore any alternatives to redundancy, such as suitable alternative employment.

Should you have any queries or comments on the proposal and/or selection method, please do not hesitate to contact me.

Yours sincerely,

[NAME]