

Redundancy “At Risk” Letter

< Name >
< Address >
< Address 2 >
< Address 3 >

< Date >

Dear < Name >

<Co Name> Restructure

Further to our consultation meeting on <date>, I am writing to confirm that due to <business reasons> the post of < job title > is being removed from the <company> structure, and as a result you are ‘at risk’ of redundancy.

This means that

SAMPLE ONLY

We will continue to inform you of any other redeployment opportunities that arise during the consultation period.

<Company> is committed to its goal of avoiding redundancies, however, if we are unable to redeploy you during the consultation period, regrettably

SAMPLE ONLY

Alternatively if you wish to opt out of redeployment, please

SAMPLE ONLY

I appreciate that this is a difficult time for you and therefore please do not hesitate to contact me if you have any questions or concerns.

Yours sincerely

<manager name>
<job title>