**Letter inviting volunteers for redundancy**

***Add/delete information in brackets as appropriate***

[add date]

[add address]

Dear [Name],

**Applications for voluntary redundancy**

I can confirm that [name of your business] will have to make some redundancies, as I previously suggested might be required in my letter of [date].

This is a sad and difficult position, and we are keen to avoid compulsory redundancies wherever possible. So, we are inviting employee at [Location, Division or Department], to apply to be considered for voluntary redundancy.

Applications for voluntary redundancy, if they are accepted by [name of your business], would be on the following terms:

[Provide details of the proposed package, including the amount of redundancy pay, notice pay or other benefits or conditions that would be attached]

By inviting staff to voluntarily apply for redundancy, [name of your business] is not obliged to accept any particular application, or all applications, for voluntary redundancy. We reserve our right to not do so. We may, for example, refuse an application if there are more applications than the proposed number of redundancies, or if we consider that it is in [name of your business]’s interests to retain certain employees.

If you’d like to apply for voluntary redundancy, on behalf of [name of your business], I can confirm that:

* you can change your mind and withdraw an application for voluntary redundancy at any time prior to [date], after which date, we must be able to rely on your confirmed intention to proceed.
* if you volunteer, but you are ultimately not confirmed as selected for redundancy, the fact that you volunteered will not affect any aspect of your future employment with name of your business.

Please sign and return the attached copy of this letter to me as soon as possible, and by [date] at the latest please, if you would like to apply for voluntary redundancy on this basis.

[name of your business] will consider all of the applications that it receives and will let you know if your application has been successful by date.

If we do not reach the required redundancy numbers through this voluntary process, [name of your business] may still have to make some compulsory redundancies.

If you have any questions, please let me know.

Yours sincerely,

[add name]

[add title]

I wish to apply for voluntary redundancy on the terms set out in this letter. I understand that [name of your business] is under no obligation to accept this application.

Signature: ...................................................

Name: .........................................................

Date: ...........................................................