**Redundancy consultation and provisional selection letter**

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

[add date]

**Private and confidential**

[add address]

Dear [add name]

**Provisional selection for redundancy**

At our meeting on [date], and in our subsequent letter dated [date], we explained that [summarise briefly what was explained]

We also explained to you on both those occasions that this situation has created a risk that our business would [not continue to have work for all of our employees at [specify location, department or division]] **OR** [be facing the closure of [specify location, department of division]], a consequence of which may be having to make some of our staff redundant.

This is not a situation or a conclusion that we have assessed lightly and as a business, we have worked hard to try and avoid compulsory redundancies wherever possible, including by [provide a description of any plans or proposals to avoid making redundancies].

Unfortunately, these steps have not resulted in a position where we have been able to avoid taking steps towards making some of our staff redundant. In fact, we currently anticipate that we’ll be unable to avoid making [all of the employees in [specify where, i.e. location division]] redundant **OR** [redundancies of [specify number of employees] from a total pool of [specify jobs description(s) at risk]].

When we met with you on [date], we explained that we have had to decide which individuals would be provisionally selected for redundancy. This was done on the basis of the following selection criteria:

[specify details]

I’m very sorry to tell you that [you have] **OR** [your position has] been provisionally selected for redundancy, following application of the above selection criteria. I enclose your score, together with a breakdown of how it was arrived at.

No final decision has yet been taken. Being provisionally selected means that we will consult with you further and continue to try to identify ways in which to avoid making you redundant. We will also continue to try to identify any alternative positions within the business that may be appropriate to you and I attach a list of current vacancies. Please let me know if you wish to apply for any of the attached vacancies or if you think that there are any other ways in which we can avoid having to make you redundant.

I have arranged a consultation meeting at [location] on [date] at [time]. This meeting is important because it’s intended to give you a further opportunity to discuss the proposed [redundancy] **OR** [redundancies] with us in more detail, with a special focus on how this would affect you.

We will be prepared to cover:

* why our management has decided that it is necessary to make redundancies
* how our management have identified those employees who are affected by this decision
* the selection criteria that will be applied (and our management’s reasons for choosing these)
* how management have applied the selection criteria and how this has resulted in your position being provisionally selected for redundancy
* the basis, including the terms, on which in your case, any redundancy would take place
* whether any alternative employee roles are available within the business and potentially suitable for you
* any ideas you may have for avoiding redundancy or reasons why you believe that the management should not have selected you for redundancy.

If you’d like to do so, you can be accompanied at the above meeting by a trade union representative or colleague. Please let me know if you would like someone else to attend as your companion so we can ensure we make the appropriate logistical arrangements for this.

After we’ve met, we will carefully consider all observations and submissions made by you during the meeting and we will conduct a further assessment of whether your redundancy could be avoided. We will then arrange a further meeting with you after that, so that we can all discuss the outcome of these deliberations and the ultimate conclusion regarding your position and whether we will have to proceed with redundancy in your case.

Employees whom we are unable to avoid making redundant will be entitled to:

* their contractual notice period or an equivalent payment in lieu
* pay in lieu of any accrued but unused holiday entitlement
* a statutory redundancy payment,
* an ex-gratia payment, which will be calculated as follows: [details]
* reasonable paid time off during your notice period to look for a new job or arrange training for your future employment.

This is a horrible position for us all and I appreciate how this news must have affected you personally. If you have any questions or issues that you want to discuss prior to the meeting on [date], please do not hesitate to contact me on [phone number or email address].

Thank you for your continued professionalism during this difficult period.

Yours sincerely

[add name]

[add title]