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# Any questions, please contact [Employer Direct](https://editor.wix.com/html/editor/web/renderer/edit/e905f164-ff55-407b-affb-9ef28220ab9b?metaSiteId=df285c09-5e48-4756-acd3-6a59bfb180e8&editorSessionId=3b3f5a1f-f8f0-452b-b3fc-9540d07a395d&referralInfo=dashboard)

{Date}

{Employee's full name}

By email: {Employee's email address}

Dear {Employee's first name}

**RE: Proposed Redundancy Consultation**

We are writing to inform you that we are in the unfortunate position of having to consider some significant changes to {Company name}. These changes may well affect your employment with us, so we are writing now to invite your feedback on the proposal that we are considering.

**Rationale**

There are several reasons why we are considering the proposal outlined below:

1. {Reason #1}
2. {Reason #2}
3. {Reason #3}

**Proposal**

{Current staffing levels}

{Proposed staffing levels}

**Timeframe**

{Today’s date} Proposal given to each potentially affected member of staff

{Relevant date} {Person in charge of the restructure process} is available all day to discuss the proposal or to answer questions or provided more information.

{Relevant date} Feedback is required in writing by 5pm. If you prefer you can schedule a one-to-one meeting with {Person in charge of the restructure process} on this day.

{Relevant date} {Person in charge of the restructure process} will consider feedback and adjust the proposal if deemed necessary. If redundancies are required, then consideration will be given to redeployment opportunities.

{Decision date} The final decision on the proposal is communicated to staff. If your position is made redundant then your contractual notice will be provided to you on this day.

{Relevant date} If you are made redundant {Person in charge of the restructure process} is available all day to discuss any ways that {Company name} can support you finding new employment.

We now invite your feedback. Please see the feedback form attached. If you would prefer to make an appointment with {Person in charge of the restructure process}.

We appreciate this is a difficult time for you hearing this news and receiving this proposal. We recommend that you seek advice and support. If you wish to meet with {Person in charge of the restructure process} with a support person or representative present you are welcome to do so.

Yours sincerely,

{Your name}

{Your position}