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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: Feedback reminder**

The feedback for the redundancy proposal has now come to end. However, we understand that this is such a difficult time and we want to allow you one last opportunity to provide feedback before we consider all the feedback received over the weekend.

This now needs to be provided by email before 6pm this evening. Please email {email address of decision maker}.

We cannot promise that any feedback received into that email after 6pm tonight will be considered.

We hope to give you our final decision first thing {decision date} so that you have clarity about your future as soon as possible.

Yours sincerely,

{Your name}

{Your position}