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{Date}

{Employee's full name}

By email: {Employee's email address}

Dear {Employee's first name}

**RE: Restructure outcome (selection criteria).**

We are writing to inform you that we have decided to proceed with the redundancy proposal outlined to you in our previous letter.

We have considered the feedback that we did receive and have concluded that the proposal that we made was the only realistic option for {Company name}.

Accordingly, we are now providing you with the selection criteria (attached) which we will use to determine who will {**either** remain in or be offered} the position of {job title}. Scores in these criteria will be determined by {manager or decision maker} in conjunction with your own scoring.

Please provide your self-score sheet to {manager or decision maker} by hand or via {email address of decision maker} by {date prior to scoring}.

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

If you have any questions, please do not hesitate to email {email address of decision maker},

Yours sincerely,

{Your name}

{Your position}