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{Date}

{Employee's full name}

By email: {Employee's email address}

Dear {Employee's first name}

**RE: Confirmation of Consultation - offer of {either redeployment or new role}**

As you know, we have decided to proceed with the redundancy proposal outlined to you in our previous letters.

However, after reviewing the completed selection matrix and your feedback, we now wish to offer you {**either** redeployment to or the newly created position of} {job title}. As discussed previously, this will be a {**either** full time or part time} role based on a {**either** a salary of $XYZ per year or a wage of $XYZ per hour}. We have provided the job description again for your reference.

We would like to give you three days to consider this offer so will need your response by {date in three days time}. If you have any questions please discuss this with {Person in charge of the restructure process}. They are available all day today and tomorrow.

If you choose to decline this offer, you will be made redundant with as per the terms of your employment agreement {with XYZ notice}. In this case, your last day will be {date}.

Yours sincerely,

{Your name}

{Your position}