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{Date}

{Employee's full name}

By email: {Employee's email address}

Dear {Employee's first name}

**RE: Confirmation of Consultation**

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}.

However, after reviewing the completed selection matrix and your feedback, we can now advise that you will remain in the position of {job title}.

While there will be no changes to your job description, if you have any questions please discuss this with {Person in charge of the restructure process}. They are available all day today and tomorrow.

Yours sincerely,

{Your name}

{Your position}