<employee’s name>

<employee’s address>

<Date>

**At risk of redundancy letter**

Dear <employee name>,

Following our discussion held on <date of the meeting>, I regret to inform you that the business has decided to reduce costs due to <reason for reducing costs> and, consequently, is considering to propose that the role you currently hold will cease to exist.

This means that your role is at risk of redundancy. This is only a proposal and no final decision will be made until the matter has been discussed fully with you.

In the following consultations, you will not only have the opportunity to make suggestions and ask questions but you will also be provided support and assistance throughout the process.

We will explore ways in which your redundancy can be avoided by trying to find a suitable alternative such as your redeployment.

We appreciate that this news will have a serious impact. If you have any questions or comment about the situation or the redundancy process, please reach out to us.

Yours sincerely,

<manager signature>

<manager’s name>

<manager’s title>

Name of the employee: <name>

Current Job Title: <position>

Department: <department>

Reports to: <manager’s name>

Consultation conducted by: <manager & HR names>

**1st Consultation Meeting –**

As you are aware, we communicated to you on <Date> some proposed organisation changes at the WotC Marketing department at Hasbro UK Limited, which may put your current role at risk of redundancy and we have now commenced the consultation process following that initial meeting.

As part of this process, a number of consultation meetings will be held with you.

No decision will be made until a full and fair process has been followed.

You have the right to be accompanied by a trade union representative or an employee.

***Did you want to ask anyone to join you? OR I see that XXX is here with you.***

***ACCOMPANIED YES/NO NAME***

HR will take notes of the session to capture actions.

As you are aware the Company is proposing to implement some changes within the WotC Marketing department at Hasbro UK Limited. Within this context, we have undertaken a thorough review of the team, and then assessed the requirements we need for the future.

We are looking to make some changes to the organization as the business changes in the face of what the future holds.

Some of the EA role responsibilities include the management of the expenses, diary booking, business travels, group meeting, office supplies and office management.

While it is unfortunate, it is the right move for the business to repurpose this head count into another area.

From this evaluation a proposal has been made to <\*\*\*\*> which may result in the elimination of the Executive Personal Assistant role from the WotC Marketing structure, which is why we are speaking to you today.

In the review we have identified that the leadership team no longer needs most of the above-mentioned responsibilities due to the changes to the work environment.

The proposal outlines that the remaining workload would be taken back by their owners.

This review is necessary, and we are not presenting this proposal or recommendations lightly.

I therefore must advise you that, as part of this proposal, your current role of Executive Personal Assistant within the WotC Marketing no longer exists going forwards in the structure. The proposal is that the head will be eliminated. Therefore, due to this, we will start a period of consultation with you starting today, and the 2nd consultation meeting will be held on the 26th October 2020.

If Hasbro cannot find a suitable alternative role for you going forward, then you may be at risk of redundancy.

As part of this consultation process, we will look at suitable alternative vacancies and will want to get an understanding of what your current skill set is and whether you believe you have the right skill set for other roles currently available. This will be done as part of the consultation process. We will talk in more detail at the next meeting but you may want to prepare an updated CV to help us fully understand your skills and experience beyond your current role.

If we are unable to mitigate redundancy, it is likely that we will be looking at an end date of 30th October 2020.

As well as this consultation meeting, we will hold further consultation meetings in the next few weeks. The purpose of the meeting next week is to follow up with you to ascertain if you have any further thoughts or concerns about the proposal and to give you time to gather your thoughts and put together any suggestions you may have in relation to the proposed redundancy which you want us to consider.

However, this meeting today will be used to gather information from you to help us in making any decisions in relation to any potential redundancy that may occur.

Again, we must reiterate that no final decision will be made until fair consultation has been completed.

This is only a proposal and no final decision will be made until the matter has been discussed fully with you and you have had the opportunity to make representations on you situations.

We will try to identify ways in which your redundancy can be avoided by trying to find a suitable alternative such as redeployment.

We appreciate that this news will have.a serious impact. If you have any questions or comment about the situation or the redundancy process, please reach out to us.

Yours sincerely,

<manager signature>

<manager’s name>

<manager’s title>