# Letter informing an employee they are at risk of redundancy

An employer can adapt this template to inform an employee they are at risk of redundancy.

[Find out more about following a fair redundancy process](https://www.acas.org.uk/redundancy).

Instructions or options to fill in this template are in [square brackets].

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[Date]

Dear [insert name of employee],

I write following the meeting held [earlier today/on [date]]. As we discussed, the organisation may need to make redundancies.

The organisation is considering making [insert estimated figure] employees within the [specify team/department/section/location] redundant because [explain how the reason for potential redundancies impacts on that particular team, department, section or location]. Unfortunately, your post is one of those at risk of redundancy.

## What happens next?

The organisation will now start the consultation process. The purpose of consultation is to:

* discuss and explore ways of avoiding or reducing the number of redundancies and reach agreement if possible
* give you the opportunity to make suggestions and raise any questions you may have
* consider possible suitable alternative employment within the organisation
* seek to agree criteria for selecting staff if redundancies are necessary [or explain the selection process agreed with the [relevant trade union/employee representative body]]
* identify your needs during the process and provide you with any necessary support or assistance

I want to make it clear that no decisions have been taken yet and that no decision on this will be made until the consultation has concluded.

## Who will we consult with?

[Note: use either A, B or C.]

* use A if you will collectively consult with a recognised trade union or members of an existing employee forum
* use B if you will elect employee representatives from the workforce to collectively consult with
* use C if you have no recognised trade union or employee representative body and will individually consult with staff at risk of redundancy

A. The organisation will be consulting with [name of union/representative body] about ways of avoiding or reducing the need for redundancies and about the criteria on which any selection for redundancy would be based. You will also be given an opportunity to be consulted directly about how the process affects you.

B. The organisation will be arranging for the election of representatives who will be consulted on ways of avoiding or reducing the need for redundancies and about the criteria on which any selection for redundancy would be based. We will announce details of this process and how you can participate soon. You will also be given an opportunity to be consulted directly about how the process affects you.

C. The organisation will consult with you on an individual basis. We will be writing to you soon to invite you to a meeting to discuss ways of avoiding or reducing the need for redundancies and about the criteria on which any selection for redundancy would be based. All suggestions will be considered.

## How long will the consultation last?

[Note: use either A or B.]

A. The consultation will last for a minimum period of [30/45] days because the organisation is proposing to make [20 or more/100 or more] employees redundant over a period of 90 days or less.

B. There is no set period for how long the consultation will last, because it will depend upon the issues that are raised, but we expect it to last for at least [X weeks].

We will keep you informed and involved throughout the process. In the [next few days/coming weeks], we will write to invite you to an individual consultation meeting to discuss the issues outlined in this letter, and any other concerns that you may have.

We appreciate that this is likely to be an upsetting and difficult time for everyone. Please feel free to [talk to your manager or contact me/insert name of person] if you have any queries or would like to discuss any aspect of the process further.

Yours sincerely

[name of employer]