

Risk of redundancy letter template

Name:

Company name:

Title:

Company address:

Date:

Postcode:

Dear [Employee's title & name],

We are/I am extremely sorry to inform you that, following [Reason for the Redundancy e.g. a Business Reorganisation] of [Company Name], the Company is considering potentially making the [State number] of employees in the [State} department redundant because [Reason for Post at Risk e.g Losses/Changing Markets].

[Your post is not at risk of redundancy].

We are/I am considering all possible ways of avoiding redundancy and a process of consultation has now begun with those who are at risk of redundancy. It is difficult to estimate how long the consultation period will take as it depends on the issues raised, but it is likely to last for at least [Period e.g. one month].

No decisions have as yet been taken and will not be made until the consultation is complete.

We/I realise that this is a difficult and worrying time for everyone and we/I shall try to keep you as informed as we can.

Yours sincerely,

[Name & Title]

For and on behalf of

[Company Name]

**Get in touch to learn more about
our HR advice service**

[Book a call now](#)

