[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

**[Company Name] Notification of Redundancies**

Dear [Secretary Name],

[Company Name] is [Reasons for Redundancy]. As a direct result of this, the positions of [Number Employees Redundant and Titles] will be made redundant. The categories of employees to be affected will be [Categories of Employees].

[Company Name] proposes, subject to consultation with you, to carry out the redundancies in accordance with [Company Name] will consider any suitable redeployment opportunities that may be available at [Company Name] or its related entities. However, if no such opportunities are available, it is proposed that the redundancies will take place.

We ask that you contact us by [Consult Date] so that we can discuss any measures to avert or minimise the proposed dismissals and to minimise the adverse effects of the dismissals. If we do not hear from you by [Consult Date] then redundancies will be carried out as outlined above.

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]