APPENDIX 22D – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for the individual in areas highlighted in grey.)*

**SAMPLE LETTER – INVITATION TO FINAL CONSULTATION**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Redundancy Consultation***

Further to my letter of \_\_\_\_\_\_\_\_\_\_\_\_\_ and our recent meeting/s on \_\_\_\_\_\_\_\_\_, I can confirm that we have agreed to pay you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. bonus or other benefit payments).

You have indicated that you have had no additional questions or alternatives to propose, nor have we any alternative role for you at this time. In light of this there are no changes to the proposal to make you redundant, I am therefore inviting you to attend a meeting on dd/mm/yyyy at (insert location) where we will confirm your redundancy in absence of any alternatives arising between now and then.

You have the right to be accompanied at this meeting. You may choose to be accompanied by either a work colleague or a trade union representative.

Please do not hesitate to contact me should you have any questions.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_