[NAME]

[ADDRESS]

[DATE]

Provisional Selection for Redundancy

Dear [NAME]

As I explained at the meeting on [DATE], the following situation now faces the Company -

[DESCRIPTION OF THE EVENTS LEADING TO THE NEED FOR REDUNDANCIES AND

HOW THEY HAVE AFFECTED THE RELEVANT EMPLOYEES DEPT/PROJECT].

This means that there is a significant risk that the Company will be unable to continue to provide work for all its employees and that it is extremely likely that the Company will have to make redundancies.

The Company will look at taking all available steps to try and avoid redundancies where possible, including [INSERT AS APPROPRIATE e.g. restrictions on recruitment/looking at alternative positions within the Company/re-training/re-location/short-term working/restricting overtime].

At present the Company anticipates that it may have to make [INSERT NUMBER OF EMPLOYEES] in [DEPARTMENT] redundant [OR MAKE X NUMBER OF REDUNDANCIES FROM A TOTAL POOL OF X NUMBER JOB TITLES OR DEPT].

Please note that this is only a provisional decision and the Company will consult with you over the coming weeks to continue to try to identify ways in which your redundancy can be avoided. The Company will also review whether there are any alternative positions vacant within the Company that may be suitable for you.

[IF THERE ARE VACANCIES THESE SHOULD BE PROVIDED WITH THIS LETTER AND THIS SHOULD ALSO BE STATED IN THE LETTER ALONG WITH AN INVITATION TO APPLY FOR THOSE VACANCIES].

I would also ask that you please consider potential alternatives to redundancy and let me know if you think that there are any other ways in which we can avoid having to make your position redundant.

I have arranged a further consultation meeting with you on [DATE] at [TIME]. The aim of the meeting is to give you a chance to discuss the proposed redundancies in more detail and how they affect you. This may include:

• Why the Company has decided that it is necessary to make redundancies.

• The selection criteria.

• How the Company applied the selection criteria

• Why your position has been provisionally selected for redundancy.

• The terms on which any redundancy would take place.

• Possibilities for applying for alternative roles within the Company

• Any ideas you may have for avoiding redundancy

Following that meeting the Company will consider any submissions you make at the meeting and then arrange a follow up meeting to discuss the issues raised and the outcome of the redundancy selection process.

Those employees that are made redundant will be entitled to:

• The notice period set out in their contract or an equivalent payment in lieu.

• Pay in lieu of any accrued but unused holiday entitlement.

• A statutory redundancy payment, which is calculated on the basis of the employee's weekly salary (subject to a maximum, currently €600) and length of service.

• IF AN EX-GRATIA AMOUNT IS BEING OFFERED SET OUT TERMS AND CALCULATION]

If your selection for redundancy is confirmed, you will be entitled to reasonable paid time off during your notice period to look for a new job or arrange training for your future employment.

I appreciate that this news will cause you concern and I am available to discuss all aspects of the potential redundancy situation with you. If you have any questions or issues that you want to discuss prior to the meeting on [DATE], please do not hesitate to contact me.

I would also like to thank you for your continued hard work during what I understand is a difficult period.

Yours sincerely

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

[INSERT NAME]

[INSERT EMPLOYER]