[ON HEADED NOTEPAPER OF THE EMPLOYER]

[ADDRESSEE]

[ADDRESS]

[DATE]

**RE: Protective Notice**

Dear [NAME],

As I explained at the meeting on [DATE], the following situation now faces the Company - [DESCRIPTION OF THE EVENTS LEADING TO THE POTENTIAL NEED FOR REDUNDANCIES/SHORT TIME/TEMPORARY LAY OFFS AND HOW THEY HAVE AFFECTED THE COMPANY/RELEVANT EMPLOYEES DEPT/PROJECT].

This means that there is a risk that [COMPANY NAME] will be unable to continue to provide work for all of its employees and that it is extremely likely that [COMPANY NAME] will have to [MAKE REDUNDANCIES/OFFER SHORT TIME/TEMPORARY LAYOFFS.] The Company will look at taking all available steps to try and avoid [REDUNDANCIES/SHORT TIME/TEMPORARY LAYOFFS] where possible, including [INSERT AS APPROPRIATE E.G. RESTRICTIONS ON RECRUITMENT/LOOKING AT ALTERNATIVE POSITIONS WITHIN THE COMPANY/RE-TRAINING/RE-LOCATION/ /RESTRICTING OVERTIME].

Please note that this has not yet been confirmed and [COMPANY NAME] will consult with you to keep you informed and to continue to try to identify ways in which this can be avoided.

Should a decision be reached that the company is going to implement [REDUNDANCIES/SHORT TIME/TEMPORARY LAYOFFS] we will consult with our employees and give as much notice as is reasonable in the circumstances. Please be assured that [COMPANY NAME] will not make any decision of this nature lightly.

If you have any questions, concerns or issues that you want to discuss in relation to this, please do not hesitate to contact me. I would also like to thank you for your continued hard work during what I understand is an extremely difficult period.

Yours sincerely ................................................................

[INSERT NAME]

[INSERT EMPLOYER]