*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Notification that your role is at risk of redundancy**

[*Select from the following options and delete as appropriate*:]

*[Fixed term contract not being renewed*]

As you know, your fixed term contract with us is due to expire on [*date*]. However, due to [*insert reasons, e.g. completion of project, end of funding – provide as much detail as possible*] it is unlikely that we will be able to renew it. For this reason, you should regard the receipt of this letter as forewarning of potential redundancy.

[*Fixed term contract ending early*]

As you know, your fixed term contract with us is due to expire on [*date*]. We hoped to be able to continue working with you until this date, however, due to [*insert reasons, e.g. downturn in business, withdrawal of funding – provide as much detail as possible*] it is unlikely that we will be able to do so. As such, we unfortunately have to consider terminating your contract early. You should regard the receipt of this letter as forewarning of potential redundancy.

As part of the consultation process, I have arranged to hold a meeting with you to discuss alternatives whereby your employment could be protected. I also ask you to consider and put forward suggestions which you feel are relevant to the aim of avoiding redundancy.

We have arranged the [first/next] consultation meeting for [*date*] at [*time*] in [*venue*]. You are entitled to be accompanied by a fellow employee. [*This sentence must reflect the rights contained within your contractual documentation i.e. if there is also a contractual right to be accompanied by a Trade Union Official then this must also be inserted*]. If you wish to exercise this right, then I point out it is your responsibility to make the necessary arrangements.

On a personal note, may I say how sorry I am that this situation has arisen and wish to assure you that this is no reflection upon your ability or commitment to the organisation. It merely reflects [*amend as appropriate: the difficult trading circumstances in which the Organisation is operating*].

I appreciate that this news may cause you concern so please know I am available to discuss all aspects of the potential redundancy situation with you.

[*Insert as appropriate: In addition, I would like to take the opportunity to remind you about the EAP benefit [contact details are available from [name]] offered to all employees and encourage you to make use of the service to assist during this time*].

Should you have any further questions regarding the contents of this letter, you can contact me on [*insert telephone number/email address*].

Yours Sincerely,

*[Insert name]*

*[Insert job title]*