

Provisional Redundancy Letter for Consultation

Dear [Employee Name],

This letter serves to inform you that your role at [Company Name] is at risk of redundancy due to [reason]. We are initiating a consultation process to discuss potential alternatives and gather your feedback before a final decision is made.

You will have the opportunity to attend meetings with HR to discuss your situation, and we encourage you to raise any concerns or suggestions during this process. The final decision will be communicated after the consultation period, and all legal and contractual obligations will be observed.

Sincerely,

[Manager/HR Representative Name]

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