

Initial notice before final decision

Subject: Preliminary Notice of Position Redundancy

Dear [Employee Name],

We wish to inform you that your position may be affected by an upcoming redundancy process due to [reason]. This is a preliminary notification and no final decision has been made.

You will be invited to a consultation meeting on [Date] to discuss the situation and possible alternatives. Your feedback and questions during this period are valued.

Sincerely,

[HR Manager Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/redundancy-termination-letter>