**Letter 4 on headed paper– Invite to second/subsequent consultation meeting**

**When to use this model redundancy letter**

Use this model letter to invite an employee to a second or subsequent individual consultation meeting after the employee has had an opportunity to digest what was discussed at the first or previous individual consultation meeting.

[Sender's name]  
[Sender's address]  
[Sender's town]  
[Sender's postcode]

[Recipient's name]  
[Recipient's address]  
[Recipient's town]  
[Recipient's postcode]

Date

Dear

**[Redundancy reason e.g., Parish Review 2013]**

I write further to our [first/second/third] consultation meeting, which took place on [date] [and where you were accompanied by your [companion/trade union representative], [name].

At that meeting, we discussed

[If **second** consultation meeting: the reason for the proposed redundancy, which is because of: **(substitute reasons below)**

* Previous withdrawal of funding (funding was initially for one year only)
* Current financial situation within the Parish
* ‘other such reasons’

[If **subsequent** consultation meeting: [outline a short summary of discussion here].]

During our meeting, you suggested that we could avoid or reduce the need for redundancy by **[insert reasons given by employee]**. You also mentioned other issues raised during the meeting **[state these if there were any]**. We have now had the opportunity to consider your comments. We would like to invite you to attend a [second/third/fourth] consultation meeting to discuss your proposals further. In addition, we would like to hear any other ideas that you may have for avoiding or reducing the need for redundancy. It is also an opportunity for you to ask further questions, or raise any concerns.

At our [second/third/fourth] individual consultation meeting, we will discuss what support the Parish can provide you if your redundancy is confirmed, such as a reasonable amount of paid time off to find new employment, outplacement support etc. (delete as appropriate). We will also outline and explain the details of any redundancy package.

This meeting will take place on [date] at [time] in [location]. It will be conducted by myself [and [name] will also be present]. [You may, if you wish, bring a colleague [or other individual of your choice (such as a trade union representative)] along with you to the meeting.]

After our meeting, we will consider all the representations that you have made. As a result, we may determine that your role is no longer subject to provisional selection for redundancy. If so, I will write to inform you accordingly.

However, if your role is still subject to provisional selection, the Parish will continue to explore how any potential redundancies could be avoided or reduced. [It may be necessary to have a further consultation meeting with you if there are any outstanding issues or concerns. OR If the Parish is unable to find a way to avoid your redundancy, we will unfortunately have to write to you to confirm your redundancy.]

If the time or date of the proposed meeting is not suitable for you, please contact me and I will endeavour to reschedule the meeting to suit all parties.

In the meantime, if you do have any questions, please do not hesitate to contact me.

Yours sincerely,

[Name & Title]

For and on behalf of INSERT CHURCH NAME