# Letter inviting employee to a consultation meeting

An employer should adapt this template letter to suit their particular circumstances.

[[Find out more about following a fair redundancy process](https://www.acas.org.uk/redundancy) on the Acas website](https://www.acas.org.uk/redundancy).

Instructions or options to fill in this template are in [square brackets].

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Dear [ ]

I am writing to invite you to a consultation meeting on [date] at [time].

Attending the meeting will be [myself/insert name of individual] [and [insert names of any others that will also be present].

If you wish, you may bring a work colleague or a trade union representative along with you to the meeting.

[Note: only include the bullet points that will be discussed at the specific meeting, but make sure that all this list is discussed with employees over the course of consultation meetings.]

The purpose of the meeting is to:

* discuss and explore ways of avoiding or reducing the number of redundancies and reach agreement if possible
* give you the opportunity to make suggestions and raise any questions you may have
* consider possible suitable alternative employment within the organisation
* seek to agree criteria for selecting staff if redundancies are necessary [or]
* explain the selection process agreed with the [relevant trade union/employee representative body]
* identify your needs during the process and provide you with any necessary support or assistance

In advance of the meeting please have a think about anything specifically that you would like to discuss in more detail [and let me know by [insert date] if there is anything that you wish to raise prior to the meeting].

After the meeting, we will consider all the representations that you and others have made. It may be necessary to have a further consultation meeting with you if there are any outstanding issues or concerns. However, we will keep you informed and involved whatever decision we ultimately take.

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

In the meantime, if you have any questions, please do not hesitate to contact [me/your manager/insert contact name].

[I understand this may be an upsetting and worrying time for you. I would encourage you to consider using the support services available such as the Employee Assistance Programme from [name of provider] who can be contacted by [insert contact details].

Yours sincerely