**Letter 2 on headed paper - Template ‘At Risk of Redundancy letter’**

**(Amend letter as appropriate)**

[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

**Parish Review 2013**

I write further to our meeting held earlier today. As we discussed at that meeting, a redundancy situation has arisen within the Parish due to the following reasons: **(the following are examples only)**

* Reduction of funding from…………………
* Current financial situation within the parish
* ‘other reasons’

Unfortunately, as this review directly impacts the role you perform you are at risk of redundancy.

(Please see enclosed a copy of our Parish review paper outlining the background to this decision)

The PCC will now begin its consultation process. The purpose of consultation is to explore ways of avoiding redundancy. It is also an opportunity for you to make any suggestions or proposals as to how redundancy could be avoided as well as raising any other concerns or questions you may have. Additionally, consultation is an important way for the PCC to identify your needs, and offer any support or assistance you may require.

No decisions have as yet been taken and will not be made until consultation has concluded. If you have any suggestions or proposals as to how the need for redundancy can be avoided or reduced please do not hesitate to contact me.

It is difficult to estimate how long consultation will take as it depends on the issues that are raised, but we would hope to conclude it within two weeks.

In the next few days, I will write to invite you to an individual consultation meeting to discuss the issues that are outlined in this letter, and any other concerns that you may have. At this meeting you will have the right to be accompanied by a colleague or a trade union representative of your choice.

I appreciate that this is an uncertain and difficult time for you. I can assure you that we will do all we can to keep you informed and involved in the process. Please feel free to contact me if you have any queries or would like to discuss any aspect of the process further.

Yours sincerely,

[Name & Title]

For and on behalf of INSERT CHURCH NAME

Enc: