**Letter 3 on headed paper – Invite to 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]**

As you know, because of **[insert reasons for redundancy e.g. review]** we are unable to **[insert reason why role is affected].**  You have therefore been provisionally selected for redundancy.

We would like to arrange an individual meeting with you to discuss your provisional selection for redundancy. We propose to hold this meeting on [date] at [time] in [location]. The meeting will be conducted by [name] [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.]

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.

Yours sincerely,

[Name & Title]

For and on behalf of INSERT CHURCH NAME