***\*[We strongly recommend that you attach this letter, if applicable, to a calendar invitation for individual consultation meetings.]***

**[Letterhead Details]**

***Strictly Private and Confidential***

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Outcome following end of Collective Consultation**

I am writing to confirm that the ***[consultation name]*** Consultation formally closed on ***[date]*** and we are now able to issue the Final Decisions Document. This document sets out the rationale for the changes, the process for consultation and changes made to the original proposals as a result of the Collective Consultation. The Final Decisions Document is now available for you to view. ***[add weblink to consultation pages].***

Now that Collective Consultation has been completed, we intend to move into a process of individual consultation with you, regarding the impact on your current post as a result of these changes. The impact on your post at this stage in the process is as follows.

Your current post of ***[ job title]*** will be ***[include details of what this means to them e.g. unaffected, post disestablished, slot –in preferences etc.].***

***\*Delete as appropriate***

\*I can confirm that your first individual consultation meeting has been scheduled, details of which are contained in the calendar invitation with this letter.You need to ensure that you respond to the invitation immediately. ***[Name, job title]*** will be conducting this supported by  ***[name, job title]***. Any further meetings will be scheduled with you during your first individual consultation meeting. I wish to remind you that you have the right to representation by a staff side representative of a Trade Union you belong to not acting in a legal capacity, or an NHSBT work colleague present at these meetings. However, it is your responsibility to make these arrangements.

***OR***

\*Arrangements are currently being made for individual consultation meetings and a calendar invitation will be sent out shortly. I wish to remind you that you have the right to representation by a Trade Union representative of a Trade Union you belong to, not acting in a legal capacity or to be accompanied by an NHSBT work colleague. However, it is your responsibility to make these arrangements.

I appreciate that this is a particularly difficult and sensitive time for you and your colleagues and would like to take this opportunity to thank you for your ongoing commitment and professionalism during this process. I would therefore like to take this opportunity to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24-hour telephone line on **0800 783 2808**. Alternatively if you just wanted to find out more about it you can visit their website <https://healthassuredeap.co.uk/>, the ‘access code’ and ‘password’ are both 72992. You can also access the service via your own personal e-mail address. This service also extends to leavers for up to 3 months after your employment ceases.

All details of this process should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence should not be disclosed to other parties with the exception of your Trade Union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:] HR***

***[Encl.]***