***[\*NB. You will need to ensure this is planned to take in to consideration giving the required notice of termination.]***

[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: Final Consultation Meeting**

I can confirm that a final consultation meeting has been scheduled for ***[Date]*** at ***[Time]*** in ***[Location]***. The meeting will be chaired by ***[Name]*** and supported by ***[Name]***.The purpose of this meeting is to consider if it is appropriate to issue notice of dismissal on the grounds of redundancy due to organisational change. If it is deemed appropriate, notice of dismissal will be served to you during this meeting.

Please ensure that you bring your most recent redundancy estimate with you to the meeting. Please note that we are unable to process any pension or redundancy payments for you without the relevant section of this being completed.

I wish to remind you that you have the right to have 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.

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.

If you have any queries, please do not hesitate to contact me or ***[Name]***.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***