

Letter to employee representatives: proposed collective redundancy

[Print on Company Letterhead]

[Employee's address]

[Date]

Dear [Employee name],

Re: Proposed redundancies at [Company name]

I am writing to confirm that [Company name] is proposing to make a number
[] .

As you may know, under section 188 of the Trade Union and Labour Relations
(Consolidation) Act 1992, [Company name] must consult with you, the
representative[s] of the

20 90 .

[You have elected by the affected employees]

You are representative of the [name] trade union, which [Company name]
].

We are now therefore providing you with :

- We propose to make redundancies at [] []
()].
- The proposed redundancies would affect [state the number and
] [].
- We propose to select
[].
- We propose to carry out
:
[details].
- We propose to pay those employees who are made redundant
()
:
[details].

I have arranged for [specify names] and I to meet with all of the

,

.

[This consultation will be []
].

The meeting is scheduled for [Wednesday, 12th 2017
]

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Please let

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Yours sincerely,

[Name]

[]

:

[attach to the letter above]

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Explanatory notes:

Letter to employee representatives: proposed collective redundancy

General notes:

1. Where an employer proposes to make 20 or more employees redundant within a period of 90 days or less (collective redundancies), it must consult on

2. Employers may also be obliged to inform and consult with a European works council and/

3. Appropriate representatives

"Appropriate representatives" are:

- 3.1. Where the employer recognises a trade union in respect of a category of employees within which the affected employees fall,

- 3.2. In other cases, either:

- 3.3. a standing body of representatives elected or appointed by the affected employees with authority to consult over the redundancies ();

- 3.4. employee representatives elected specifically for the purpose by

4. Obligation to consult

The duty to consult arises where the employer proposes to dismiss as redundant 20 or more employees at one establishment within 90

The consultation must begin "in good time" and, at least 90 days before the first dismissal takes effect (Where 100 or more redundancies are proposed) or, for less than 100 , 30

5. Nature of the consultation

Consultation must include consultation on:

- 5.1. Methods of avoiding the dismissals.

5.2. Methods of reducing the number of dismissals.

5.3. Mitigating employee's consequences.

Consultation must be undertaken with a view to negotiating and reaching agreement. It is not enough for the employer

6. Provision of information

Consultation starts with the employer providing certain information to the representatives. The information

188 (4) , :

6.1. The reasons for the proposed dismissals.

6.2. The numbers and descriptions of employees whom

6.3. The total number of employees of any such description

6.4. The proposed method of selecting

6.5. The proposed method of carrying out the dismissals, with due regard to any

6.6. The proposed method of calculating the amount of any redundancy payments to be made ()

The information must be in writing. It can either be handed to the appropriate representatives, delivered by post or, in the case of representatives

188 (5) ,).

7. Remedies

Failure by the employer to comply with the

Note: numbering refers to paragraph numbers.

Preamble

The employer may not have finalised

Information

Section 188(4)

It is not necessary for the employer to provide all

Consultation

There is no need

Annex

The right to a statutory redundancy payment and the way it

1996).

1996 (

End of notes