**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of final consultation meeting**

I am writing to confirm the details of our meeting on [date] at which you were accompanied by [name of trade union representative/University working colleague] / at which you declined the right to be accompanied\*. At the meeting we discussed [include a brief summary of what was discussed, e.g. funding constraints, redeployment opportunities, etc]. I confirmed that I would consider any final representations or comments which you wished to make before a decision was reached [include a brief summary of any representations that were made and the response to them].

The consultation period as outlined in our first consultation meeting ended on [date]. Unfortunately, at the present time, we have had no success in securing alternative employment and I therefore give formal notice of the termination of your contract by reason of redundancy.

Under the terms of your contract you are entitled to [notice period]notice and this will be effective from [date] and therefore will make your last day of service [date].

As discussed, in line with the University annual leave policy the expectation is that you will use your outstanding annual leave in your notice period.

You will continue to have redeployment status during your notice period and you will be able to continue applying for any vacancies within the University on a redeployment basis until your employment ends. If you have not already registered to receive notifications of jobs being advertised at the University, you can do so at <https://groups.google.com/a/york.ac.uk/g/staff-redeployment-group>.

You have the right to appeal against this decision by writing to the Director of Human Resources within ten working days of receiving this letter. Your written notice should state the grounds for your appeal

Human Resources will write to you separately to confirm and details of any entitlement to redundancy payment.

In the meantime, on behalf of the Department of [Department], may I take this opportunity to thank you for your work in the past and to wish you every success in the future.

I would again like to remind you of the Employee Assistance Scheme, provided by Health Assured (0800 028 0199) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR; File