

# REDUNDANCY CONSULTATION LETTER

Employer Name:

Employee Name:

---

## **Introduction:**

This letter serves as formal notification of a proposed redundancy position within the Company and an invitation to consult regarding the potential impact on your employment. The Company is committed to conducting this consultation in good faith and in compliance with applicable Australian laws and regulations related to redundancies.

## **Background and Reason for Redundancy:**

Due to recent operational changes and business requirements, the Company has identified the need to reduce the workforce in certain areas. This consultation is part of the process to consider alternatives to redundancy and to explain the reasons for the proposed redundancy.

## **Employee's Role and Impact:**

Your current role, as outlined in your employment contract, may be affected by these proposed changes. The Company will consider any reasonable alternatives to redundancy, including redeployment or retraining opportunities where available.

## **Consultation Process:**

We invite you to participate in a consultation meeting to discuss this proposal, provide feedback, and explore options. You have the right to be accompanied by a support person or representative during any consultation meetings. The Company will consider any suggestions or alternatives you may propose.

## **Selection Criteria:**

If redundancy proceeds, selection for redundancy will be based on fair and objective criteria, including but not limited to skills, qualifications, performance, and conduct. The Company is committed to ensuring the selection process is non-discriminatory and compliant with applicable laws.

## **Redundancy Entitlements:**

Should redundancy be confirmed, you will be entitled to receive all applicable redundancy payments and entitlements under the Fair Work Act 2009 (Cth), your employment contract, and any applicable award or enterprise agreement. This includes notice periods, severance pay, accrued leave, and any other statutory entitlements.

## **Support Services:**

The Company will make reasonable efforts to provide support during this transition period, which may include assistance with job search, references, and access to employee assistance programs.

## **Confidentiality:**

All information discussed during the consultation process will be treated as confidential and handled in accordance with the Company's privacy policies and applicable privacy laws.

**Next Steps:**

We will arrange a consultation meeting to discuss this matter in detail. You are encouraged to prepare any questions or suggestions you wish to raise. Please contact the Human Resources department to schedule this meeting or for any immediate queries.

**Acknowledgement:**

Please acknowledge receipt of this consultation letter by signing below. Your signature does not constitute agreement to the redundancy but confirms you have received and read this notification.

**Employee Signature**

**Employer Representative Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Original source of this document:

<https://legaltemplates-au.com/redundancy-consultation-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.