LETTER ADVISING EMPLOYEE THAT THEY ARE TO BE INCLUDED IN POOL FOR SELECTION FOR REDUNDANCY (SECTION 6.1 OF THE PROCEDURE FOR THE NON-RENEWAL OF A FIXED-TERM CONTRACT – WHERE THE REASON FOR NON-RENEWAL IS REDUNDANCY – WHERE A POOL EXISTS)

Insert date

Dear Name of employee

# **Potential Selection for Redundancy**

I refer to the letter of Insert date from Human Resources reminding you that under the terms of your current employment with the University, your appointment is for a fixed-term period until insert expected end date.

I am writing to advise you that the University does not expect to be able to continue your employment beyond this date for the following reason(s) and that you are at risk of redundancy:

Insert appropriate reason:

* This appointment was funded by a grant from insert grant name which expires on end date;
* This appointment required specialist skills for a limited period to accomplish a particular task/project i.e. insert end date

As there are other employees in (define area) who carry out the same or similar roles or who have the same or interchangeable skills, there will be a selection process to decide on potential redundancies. All relevant staff will be included in the pool for selection, i.e. the group of employees from which those who are to be made redundant will be drawn.

Details of the pool for selection and the arrangements for the selection process are outlined below.

* the pool for selection from which redundancies will be effected by the application of selection criteria;
* the total number of staff employed in that group of affected staff (i.e. the number of roles ‘at risk’);
* the total number of staff to be dismissed from that group by reason of redundancy;
* the selection criteria to be used to determine which employees within the affected group are to be provisionally selected for redundancy;
* who will assess the staff within the affected group against the selection criteria;
* when the assessment of affected staff against that criteria will take place.

You will be advised of the outcome of the selection process by (insert date). Before any employee who has been provisionally selected for redundancy is given written notification of dismissal on the grounds of redundancy, they will be invited to attend a meeting with a nominated manager to explain why they have been selected for redundancy and to provide them with an opportunity to ask questions about their selection for redundancy, make oral or written representations and propose alternatives to dismissal.

We do appreciate that this will be a difficult time for you. The University has an employee assistance programme, Spectrum Life, that you can access on a confidential basis at any time: <https://www.exeter.ac.uk/staff/wellbeing/spectrum/>.

Yours sincerely

insert name of manager

cc: insert name of HR Advisor, Human Resources