**Pro forma letter A2**

**Update on developments during advance warning period to employee whose post is at risk of redundancy**

**From department to employee**

[Date]

Dear [employee]

Our meeting of [date], recorded in my letter of [date], gave you advanced warning that you were at risk of dismissal on grounds of redundancy.

This letter is to give you an update on developments. [Provide details of any changes which affect the employee at risk]

[If applicable: I should remind you that in my letter of [date] I invited you to inform me whether or not you wished to pursue suitable alternative employment within the University. I have not yet received your response. I should be grateful, therefore, if you could sign and return to me either the enclosed letter (A6), if you do wish to pursue alternative employment, or the enclosed letter (A5) if you choose not to do so.]

Yours sincerely

(departmental administrator)

[If applicable: Enclosures: pro forma letters A5 and A6]

[N.B. A signed and dated copy of this letter should be retained on file.