

<Date> 2020

Employee Name

C/o Co Address

Address

City

Dear <Employee>

RE: PROPOSED RESTRUCTURING

Background

As you are aware, we are in the grip of a pandemic, COVID-19, and the New Zealand Government has imposed extreme measures including declaring a National State of Emergency and elevating our alert levels to the highest, being Level 4. As a result of these enforced changes, the ripple effect on our business has been catastrophic.

We have looked at ways for the business to survive through these extraordinary times, and also whether we need to close the business. We have considered the government subsidy option, but unfortunately, even with these subsidies, the business is still not financially viable at present and/or will not be when trading resumes. We have considered redeployment options but there are no other roles available.

Proposal and potential consequences to you

We are proposing disestablishing the following roles as a first measure to keeping the business running. We can see no alternatives other than to disestablish these roles as the work allocated to these roles has already ceased.

Roles:

<Title>

<Title>

If the proposed selection criteria specified below are applied your employment with us would end by way of redundancy.

Consultation

It is important to note that this proposal has not been entered into lightly and your feedback is actively sought. Below is a timeline for this process which includes a <24 hour> consultation period. We ask that any feedback is provided to me by <Time & Date> 2020. I will then consider any feedback given and will come back to you with my decision about the proposal.

I encourage you to discuss this proposal with support person or representative, should you wish.

Timeline

A timeline for each stage of the process is detailed below.

<day date> 2020

This letter submitted to you for consultation.

<24 hrs from the consultation submission or more – insert date>, 2020

Deadline for all feedback.

<24hours from the feedback given – insert date> 2020

Response to you on your feedback and final decision on the proposal communicated to you.
(Redundancy notice issued if applicable).

Selection Process Proposal

I wish to ensure that should any redundancy deemed as necessary has been selected fairly and is transparent. You can also provide feedback on the selection criteria as detailed.

If an employee holds a position that is to be made redundant, that employee will be selected.

We wish to carefully manage the communication to external stakeholders (which includes customers and suppliers), and therefore ask you do not discuss this proposal with anyone outside of the company with the exception of your support person/ representative, and immediate family.

If you are asked a question by someone about the proposal please direct them to me.

Summary

I am very disappointed that we are facing this situation, and this proposal has not been entered into lightly. However, these are extraordinary times and we are forced to take these measures accordingly.

We do hope to be able to save the business and if we are forced to make the decision to disestablish your position, we would hope to be in a position to invite you to re-join our company when things turn around. (Delete if not applicable)

Yours sincerely

<Manager Name>

<Manager Job Title>