(date)

PRIVATE & CONFIDENTIAL

(name)

(contact address)

Dear (name)

Following the recent consultation process and finalisation of the new organisational structure, I am writing to advise you formally of the implications of the new structure on your position.

The new structure means that your current post of (name of position) will no longer exist and unless you are able to secure an alternative post, your employment with (organisation name) will end on (date), in line with the current terms of your fixed term contract.

You are very welcome to apply for any current vacancies within (organisation name) in (location), during the notice period and you are very much encouraged to do this. Please refer to the current list of vacancies. If you would like to be considered for any of these positions please submit your interest in writing for the relevant posts by (date), marking your top three preferences.

Please do let me know if you have any questions.

Yours sincerely

(name of manager)

(job title)

(department)

cc: HR Department/Personal File