**notice TO CONSULT WITH EMPLOYEES REGARDING major workplace change**

Dear employee,

[Company name] has decided to introduce a major change to [include one or more of the following - production, program, organisation, structure or technology] in relation to its enterprise that is likely to have a significant effect on you and other employees.

We wish to consult with you and other employees affected by this change. For that purpose, you may appoint a representative. If you choose to do so, you must advise us of the identity of the representative so we can communicate with them during the consultation process.

We have convened meetings with all employees affected by the change (and, if appointed, their representatives) to discuss:

* the introduction of the change;
* the effect the change is likely to have on you and other employees; and
* measures we are taking to avert or mitigate the adverse effect of the change on you and other employees.

Your meeting will take place at *[time, date and venue]*.

For the purposes of the discussion, we have enclosed all relevant information about the change.

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| Nature of proposed change | * Change to production: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Change to program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Change to organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Change to structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Change to technology: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Expected effects of the change on the employees | * Termination of employment. * Major change to the composition, operation or size of workforce or to the skills required of employees. * Elimination or diminution of job opportunities (including opportunities for promotion or tenure). * Alteration of hours of work. * Need to retrain employees. * Need to relocate employees to another workplace. * Restructuring of jobs. |
| Other matters likely to affect |  |

We are not required to disclose confidential or commercially sensitive information to you or your representative, or to other employees affected by the change or their representatives.

We invite you or your representative, or other employees affected by the change or their representatives, to give their views about the impact of the change. These views can be given at the meeting or privately within 3 working days after the meeting.

We will give prompt and genuine consideration to matters raised about the change by you or your representative, as we will for matters raised by other employees affected by the change or their representatives.

Yours sincerely,

[Authorised representative name and position title]

[Company name]