

## Template letter – Commencement of consultation – major workplace change

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### Instructions/Thought list

Apply to your company letterhead.

This letter confirms the commencement of any required consultation regarding a significant workplace change that is likely to affect an employee - possible redundancy, restructure of role, or other major workplace change.

If an employer is required to consult with an employee and fails to do so, a redundancy may not be genuine.

Any required consultation must be genuine and not perfunctory.

This letter needs to be customised by the user for their specific circumstances.

A relevant Contract of Employment /Enterprise Agreement/applicable Award terms may affect the use of this letter. Please review any such instruments before utilising and customising this template.

There may be different or no requirement to consult in as much depth with an employee who is not employed under the terms of an Award and/or Enterprise Agreement. Check the contract of employment. However, and depending upon the specific circumstances, undertaking consultation with these employees may still be advisable.

If in doubt on any of these issues, please seek advice before undertaking any action.

*Employees name*

*Address 1*

*Address 2*

*Address 3*

*Date*

Dear **[insert name]**,

### **Commencement of Consultation - Major Workplace Change**

I am writing to you now because the business is considering **[insert details of the proposed major change/s]**.

Our business is committed to consulting with you regarding this proposed major change, as required under the terms of...

### **Options**

...the **[insert name of relevant Award]**, particularly clause **[usually 8 or 9]**.

### **And/or**

...the **[insert name of Enterprise Agreement]**

**And/or**

...your contract of employment.

These proposed changes may impact upon your employment by *[insert details of the possible impact/s of the proposed change/s...i.e. resulting in a redundancy of your position/ the need to discuss altering the terms of your employment/position restricting/stand down...etcetera]*.

This consultation period will last for *[insert number]* days, and will end on *[insert date]*.

**And/or**

We propose to meet with you on *[insert date and time]* to discuss what this means for your employment.

During this *[time/meeting]*, we will have the opportunity to further discuss the potential change/s, and the possible impact upon your employment.

You may appoint a representative of your choice for the purposes of this consultation period, and the business will endeavour to give prompt consideration to any matters raised by you and/or your representative. *[the interleaving of this sentence may not be necessary for an Award/EA free employee]*

Please contact *[me/your manager/other person]* if you have any questions regarding this matter.

Yours faithfully,

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*[Managers name and signature]*