**Pro forma letter A5**

**Letter confirming that employee whose post is at risk of redundancy does not wish to pursue alternative employment at the University**

**From employee to department**

[Date]

Dear [departmental administrator]

Thank you for your letter of [date].

I understand and accept that, for the reasons set out in your letter, I am at risk of dismissal on grounds of redundancy

I confirm that I do not wish to be considered for suitable alternative employment within the University.

Yours sincerely,

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