**TEMPLATE LETTER 4**

**Outcome of Formal Consultation**

Dear

**Outcome of Formal Consultation**

Following the consultation meeting(s) held on [**insert date(s)**] in connection with the [**insert project title eg Social Policy Review**] and an assessment of the feedback received from employees and Trade Unions I confirm that the formal consultation period ended on [**insert date**].

The [**changes identified or revised structure**] will be implemented with effect from [**insert date**] and any contractual variations as a result of the changes will be confirmed to affected individuals as appropriate.

If you have any queries regarding the above please do not hesitate to contact me.

Yours sincerely

Lead Consultation Officer