**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First**

[Letterhead Details]

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref: **[Sender’s Initials]/[Employee’s Initials]/[Number]**

**[Date]**

Dear **[Employee Title, Employee Surname],**

**Re: Confirmation of Secondment**

Thank you for attending our meeting on ***[Date].*** \*delete as appropriate the host manager,\* ***[name, job title]*** also attended the meeting

The purpose of the meeting was to ensure that we covered all appropriate changes to your terms and conditions, where applicable, and any requirements for the post. We used the checklist to help us identify this. \*delete as appropriate ***\****Job description and Person specification enclosed. **OR** \*We confirmed that you have a copy of the Job description and Person specification.

I can confirm that your secondment will commence on ***[date]*** and end on ***[date],*** unless we both agree to extend this at a future review meeting. The agreed arrangements for your secondment to the post of ***[job title, department]*** \*delete as appropriate\*with ***[name of organisation]*** are:

\*delete as appropriate

\*The host line manager for the duration of your secondment is ***[name and job title]***

\*Your band for the duration of the secondment will be ***[new band]***

\*Your salary for the duration of the secondment will be ***[salary]***

\*Your contractual notice for the period of the secondment will be ***[contractual notice]***

**Notice**

Please note that you or the organisation only needs to provide 4 weeks notice to return to your substantive role, unless previously agreed.

**Pattern of Work**

Your pattern of work will \*delete as appropriate**\***remain unchanged **\***be ***[details of the pattern of work].***

**Additional payments and annual leave**

You will \*delete as appropriate\*continue to receive ***OR \****receive ***[details of any enhancements, payments etc e.g. on call]***

***[Include any current annual leave arrangement discussed including what has been booked and remaining. Also include here any TOIL/Flexi arrangements]***

**Training and development**

***[Confirm any immediate training requirements including mandatory training]***

***[Confirm any changes to any training agreed in the employee’s PDP/PDPR, as a result of the secondment]***

**Property**

The items we agreed you would need for the duration of your secondment will be ***[details].*** The items you no longer require are **[details].** This will be reviewed again at the end of the secondment.

We have arranged to meet again to review your secondment end date on ­­­­ **[date, time, location]**.

During your secondment we agreed that you will keep in touch **[frequency]**.

Should you have any queries regarding the arrangements for your secondment, please do not hesitate to contact myself or the host manager

Yours sincerely,

***[Name]***

***[Job Title]***

[cc:] ***[Host manager name, job title]***

[Encl.] Job Description and person specification – ***[secondment job title]***