[Letterhead Details]

***Strictly Private and Confidential***

***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: Application for (\*delete as appropriate) \*Voluntary Compulsory Redundancy / \*Redundancy Transfer**

As you are aware, applications for (\*delete as appropriate) \*Voluntary Compulsory Redundancy (VCR) / \*Voluntary Transfer of Redundancy (VTR) were sought to resolve the over establishment within ***[Team/department name]***, following the changes through the ***[Change Programme Name]***.

The joint panel met on ***[Date]*** in order to consider your application for (\*delete as appropriate) \*VCR / \*VTR.

(\*delete as appropriate)

\* I am writing to advise you that the panel have reviewed your application against the criteria and have agreed to progress your application. Although the panel have approved your application for (\*delete as appropriate) \*Voluntary Compulsory Redundancy / \*Voluntary Transfer of Redundancy, this is still subject for approval by the Arms Length Body (ALB) Governance Assurance Committee (GAC). We can confirm that we shall now make an application to the ALB GAC for approval.

We shall confirm the outcome of the ALB GAC approval application to you in due course.

**OR**

\* I am writing to advise you that the panel have reviewed your application and unfortunately, your application has been declined as it has not met the agreed criteria for (\*delete as appropriate) \*Voluntary Compulsory Redundancy / \*Voluntary Transfer of Redundancy. I can therefore confirm that we do not intend to progress your application further at this stage.

You are advised of your right of appeal against this decision. This must be in writing, normally an e mail, stating your reasons in full, within 7 calendar days of the date of this letter. Your appeal should be addressed to ***[managers name and job title]***, as chair of the panel and sent to ***[email address]***.

All details of this process should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence should not be disclosed to other parties with the exception of your Trade Union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

If you have any further queries in the meantime please do not hesitate to contact your manager or HR Direct by email on hrdirect@nhsbt.nhs.uk.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***