

## How to complete a template letter

The HR department have drafted a suite of template letters to use to support you when managing your employee's through some of the HR processes.

### General Guidance

When using the template letters you will need to ensure;

1. Click on the letter reference number below, of the template you wish to use, to open the template. **You should immediately save the letter to you G/drive or personal drive.**
2. Details in **bold** and *italics* or within a [ ] – you need to insert some specific details e.g. [Date] or [Insert date] would mean that you need to insert the relevant date.
3. Anything that is highlighted means that you need to either chose one sentence/paragraph or another and then delete the highlighted text e.g. (\*Delete as appropriate) means you need to decide which of the following sentences or paragraphs is the relevant one to use, the sections to consider will be pre-fixed with a '\*'. Once you have chosen the relevant paragraphs delete other paragraphs that aren't relevant and ensure you take off the highlight colour from any words/sentences highlighted, to do this select the word or section highlighted then click on the icon: 
4. You put your employee's full name (Forename and Surname) in the address details.
5. Once you have added in the relevant details and removed any sentences/paragraphs as appropriate, you should ensure that all the text is changed to normal text so take off any '**Bold**' or '*Italics*' e.g. any dates you have inserted should be made normal text so rather than '**10 September 2013**' you should make it '10 September 2013'.
6. You use either letter headed paper or copy and paste the details from the template letter into the relevant letter headed paper document you can find on the intranet for you location.
7. **When organising dates and times for meetings you should discuss and agree these with your employee prior to confirming in writing. This will**

**ensure that you are both free to attend on the date agreed and avoid any unnecessary delay in the process.**

**For any comments on the template letters please contact HR Direct:  
[hrdirect@nhsbt.nhs.uk](mailto:hrdirect@nhsbt.nhs.uk) or call 011793227700 Featurenet 27700.**