**To be sent as an email:**

Dear colleague,

I am emailing to confirm that we have received your (\*delete as appropriate) \*Voluntary Compulsory Redundancy (VCR) / \*Voluntary Transfer of Redundancy (VTR) application, dated ***[Date]***.

I can confirm that your application will be submitted to the VCR Panel for consideration.

As you are aware, the ***[Change Programme name]*** (\*delete as appropriate) \*VCR / \*VTR application window closes on ***[Date]***. A panel has been scheduled to take place on ***[Date]***. Your application will be submitted to the (\*delete as appropriate) \*VCR / \*VTR Panel for consideration.

You will be notified of the outcome of your application in writing within 7 calendar days following the panel date in line with the NHSBT Organisational Change Policy. I must make you aware that should the panel approve your application this will still subject to approval by the Arms Length Body (ALB) Governance Assurance Committee (GAC).

Should you wish to withdraw your (\*delete as appropriate) \*VCR / \*VTR application, please notify [HR Direct](https://peoplefirst.nhsbt.nhs.uk/Contact-Us/contact-us.htm) on 01173 227700 by ***[Date]***.

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 me.