**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** \*delete as appropriate \***[end of] OR \*[extetension to] Secondment**

Thank you for attending our meeting on ***[Date].***

The purpose of the meeting was to\*delete as appropriate \*discuss and agree the extension to your secondment, which will now end on **[date].**

**OR**

\*delete as appropriate\*review the time you have spent in your seconded role, **[you may also wish to include acknowledging any achievements, and any other details you are particularly happy about that you discussed at the meeting]** I confirmed that as expected by you and detailed in my letter dated **[date of confirmation letter]** your secondment will now end on **[date],** and therefore you will return to \*delete as appropriate\*your substantive post

**OR**

 \*delete as appropriate\***[job title],** which is a similar role, at the same band, with similar duties as set out in the NHSBT Secondment and Fixed term policy and agreed at our review meeting on **[date].** I have arrangedfor recruitment to issue a new contract to you.

I would like to take this opportunity to thank your contribution and support over the last **[number of months**], a wish you every success in the future.

Yours sincerely,

[Name]

[Job Title]

[cc:]

[Encl.]