[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: Confirmation of New Appointment**

I am writing to formally confirm that as part of ***[Name of Change Programme]***

(\*delete as appropriate)

\* you have been slotted into the position of ***[Job Title]*** on Agenda for Change Band ***[Number]***

**OR**

\* as a result of the ring fencing exercise that took place as part of ***[Name of Change Programme]***, you will be \*appointed to \*slotted into the position of ***[Job Title]*** on Agenda for Change Band ***[Number]***.

**OR**

\* following the identification of a suitable alternative employment (SAE) opportunity, you will be appointed to the position of ***[Job Title]*** on Agenda for Change Band ***[Number]***.

I have attached a copy of the job description and person specification for you.

We have mutually agreed a start date of ***[Date]*** in this new role. Your base will remain the same and you will shortly receive confirmation from Pay Support to confirm that these changes have been actioned.

(\*delete if not applicable)

\* In accordance with the Organisational Change policy, your appointment to the above post, will be subject to the completion of a 4-week trial period.

There are three potential outcomes of the trial period as detailed below:-

***A further period of training*** – if the manager identifies that further training would enable you to meet the required standards of the role, the trial period may be extended to facilitate this training.

***Successful Redeployment*** - If at the end of the trial period you are meeting the standards required of the role, the details of your permanent appointment to the role, will be confirmed in writing and you will be removed from the redeployment register at this point.

***Unsuccessful Redeployment*** – If by mutual agreement you are not suitable for the role, notice will be given and your contract will be terminated. You will remain on the redeployment register during your notice period. If at the end of your trial period you feel that the post is not suitable, however are unable to provide a reasonable explanation to support your view, you may forfeit your right to redundancy.

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.

May I take this opportunity to wish you every success in your new position.

If you have any queries regarding the content of this letter please do not hesitate to contact me on ***[Telephone Number]***.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:] HR***

***[Encl.]***