[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: Suitable Alternative Employment (SAE) Post**

(\*Delete as appropriate):

I am writing to formally notify you that a suitable alternative post has been identified for you as detailed below:

Job Title:

Band:

Working Hours:

Status (Fixed Term/Permanent):

Location:

I have enclosed a copy of the Suitable Alternative Employment Assessment together with the job description and person specification for the role.

You will be contacted shortly regarding either arrangements for a trial period to start or the selection process for the role dependent on whether this has been matched as an SAE for you only, or for you and other employees.

Should you have any concerns or queries in relation to this SAE post then please do not hesitate to contact me to discuss further.

I must also inform you that should you not consider this post to be an SAE then you are able to appeal against this decision. You should state your reasons in full and in writing (normally by e mail) to HR Direct. Further details of the appeals procedure can be found in the Organisational Change Policy.

Finally, should you require any support, advice, or assistance from me or ***[name of HR Professional]*** then contact us as soon as possible and we will be happy to help.

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.

***Yours sincerely,***

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***