**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: Career break request**

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

The purpose of the meeting was to review your request for a career break, to ensure that is the right option for you, and to consider any operational impact.

We used the checklist to help us identify this. You confirmed that the reason for your request is **[insert detailed reasons].** We discussed alternatives to taking a career break including **[insert details e.g. flexible working]** \*delete as appropriate \*which we ruled out **OR**\* which we have discussed and agreed the following:

**[Insert details – see templates for Flexible working policy if applicable]**

I can confirm that your career break will commence on **[insert date]**and end on **[insert date].** Should you consider extending the agreed career break period, you will need to put your request in writing to me. The maximum time allowed for a career break is 5 years.

Your career break will be unpaid and the break period will not count as continuous service for the calculation of benefits related to service e.g. annual leave, sick leave, and redundancy.You are not allowed to take up paid employment during your break.

**Training and development**

As part of your career break, we agreed that it is necessary for you to attend work for 10 days per year, which will be paid, to ensure that you maintain the skills necessary for you to practice.

**[confirm specifics for the role including the dates agreed NB- this will be specific professional requirements to maintain registration for example rather than Mandatory training, which is not necessary to maintain, but will need to be updated on their return.]**

**Property**

You agreed to return the following property before the start of your career break.

[**insert list of items**]

I will meet with you on your last day to facilitate this.

{**include any agreed arrangements for any lease car e.g. return or payment arrangements.}**

**Keeping in touch**

We have arranged our first keep in touch meeting/discussion on ­­­­ **[date, time, location]**.

During your career break we agreed that you will keep in touch **[insert frequency and details of who, when, how etc.]**.

**Notice**

Although we have noted when you career break is expected to end, please note that you must to provide \*delete as appropriate\*56 days **OR** \*90 days notice to return to work. Once I receive your notice of return, I will arrange to meet with you to discuss the details of your return including in what capacity, location etc, as stated in the NHSBT Time Off Work Policy and FAQ’s. You were told in our meeting that should you refuse to return to your post or a suitable alternative, that notice of dismissal will be given and no redundancy payment will be due.

Should you choose to leave us during or at the end of your career break, you will need to provide us with your contractual notice in writing.

Please note that on return from your break, you will not be able to request a further break for a minimum of 365 calendar days.

Should you have any queries regarding the arrangements for your career break, please do not hesitate to contact me.

Yours sincerely,

***[Name]***

***[Job Title]***

[cc:] ***[Host manager name, job title]***

[Encl.]