DATE

Dear EMPLOYEE

Further to our recent discussion(s) this letter is to confirm the transfer of *NAME OF FUNCTION/ORGANISATION* to the *NAME OF RECEIVER* will take place on *DATE*

As such the position in which you are currently employed will transfer to NAME OF RECEIVER as will all your employment rights, duties and associated liabilities.

This transfer will be affected in accordance with all relevant Transfer of Undertaking Legislation.

The reason for this transfer is identified as being OUTLINE REASON

The following terms and conditions of your employment will be protected throughout this transfer:

* *Start Date*
* *Employment Status*
* *Pay Agreements*
* *Annual Leave Entitlements*
* *Contracted Hours*

You can object to this transfer, but you should take advice on your personal circumstances before doing so. If you do object you should be aware that, depending on the circumstances, you may be treated as having resigned your position within the company.

If you believe that the transfer would amount to a substantial change in your employment situation that causes a material detriment to your personal circumstances then you should make that fact clear at the time of objection and your case will go into the appeals process.

If the above is not the reason for your objection, or the reason for your objection is not upheld by the appeals process, then your objection will be treated as notification that you do not wish to transfer and your employment will cease on the date of transfer. It will be deemed that you have resigned your position within the company and you will not be entitled to a redundancy payment.

If it is determined that the transfer would be a substantial change to your material detriment then you will not be required to transfer and you will be consulted with accordingly.

If you do wish to object, you should do so in writing to NAME, JOB TITLE, ADDRESS.

If you would like to discuss this matter further, please do not hesitate to contact me on CONTACT DETAILS.

Yours Sincerely,

NAME

JOB TITLE