

[Print on Company Letterhead] [Insert Name and Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Secondment to <<INSERT NAME OF COMPANY OR ORGANISATION>>

Dear <<Name of Employee>>

I am writing to confirm the agreement that has been agreed in relation to your secondment to <<Insert Name of Company or Organisation>> (the Host).

1. As we have discussed, the reasons for the secondment is: <<State Reasons, Company/Organisation>>.
2. [The duration of the secondment is <<insert number of weeks/months or years>>.] The secondment shall terminate on <<insert date>> and shall be agreed <<state whether by you or Host>> **OR** on <<state whether by you or Host>> months' written agreement.
3. You shall remain employed by <<insert name of employer>> (the Company) at all times during the secondment. The terms of employment shall remain unchanged, except that your salary for the secondment period shall be as agreed. Your period of continuous employment will remain uninterrupted.
4. At the end of the secondment you shall return to the Company.

[The Company guarantees that you shall be returned to your current position on the terms and conditions which applied to you at the time of the secondment.]

OR

[The Company intends that you shall be assigned to a suitable alternative position should your current position no longer exist. This alternative role will be at an equivalent level to the job that you held prior to the secondment. Pay and benefits shall be no less than they would have been if the secondment had not taken place.]



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5. During the secondment you
 - (a) continue to abide by the Company's policies and procedures as attached]; **OR** [carry out the following key duties <<Insert Job Title>>];
 - (b) [act as <<Insert Job Title>> at the Company]; **OR** [carry out the following key duties <<Insert Job Title>>];
 - (c) continue to report to, and receive instructions from, <<Insert Name and Job Title>> at the Company;
 - (d) report on day-to-day matters to <<Insert Name and Job Title>> at the Host. <<Insert Name>> will meet with <<Insert Name and Job Title>> to review progress and discuss any issues that arise;
 - (e) work at the Host's premises <<Insert Name and Job Title>>;
 - (f) comply with the Host's policies and procedures, including safety policies and practices;
 - (g) obtain the prior approval of <<Insert Name and Job Title>> in the usual way before <<Insert Company Name>> in <<State Event E.g. Annual General Meeting>>. On receiving the Company's approval, you should notify <<Insert Name and Job Title>> at the Host of the proposed dates of your absence;
 - (h) if you are absent from <<Insert Name and Job Title>> at the Host and <<Insert Name of Company>> as soon as possible on <<Insert Name and Job Title>> at the Host and <<Insert Name of Company>>

During the secondment:

- (a) [you should continue to <<Insert Name and Job Title>> (e.g. Annual General Meeting>> to keep in touch with <<Insert Name and Job Title>> (Company)];
- (b) you should talk to <<Insert Name and Job Title>> (HR Manager at the Company>> if you have any issues <<Insert Name and Job Title>> secondment or the work that you are doing; and
- (c) the Company will conduct <<Insert Name and Job Title>> day reviews in the usual way.

6. While on secondment, you will receive <<State Amount and/or Percentage>> on normal salary of <<State Amount and/or Percentage>>. <<State Amount and/or Percentage>> will be paid automatically along with your normal salary. <<State Amount and/or Percentage>> will be made and you will be expected to fund all additional <<State Amount and/or Percentage>> allowance.]

7. [You will be entitled to receive <<State Event E.g. Travel Expenses Allowance, Etc>>.] Any expenses claims arising out of <<State Event E.g. Travel Expenses Allowance, Etc>> must be submitted to <<State Job Title E.g. The Finance Manager>> at <<Insert Name and Job Title>> Company or Organisation in accordance with the Host's <<Insert Name and Job Title>> Organisation's normal procedures. Please refer to <<State Event E.g. Travel Expenses Allowance, Etc>>.

- 8. You consent to the Com Host Company or Organis
- 9. During the secondment, confidential information th business dealings or client
- 10. You may not take up any the period of <<State Nu unless you have the prior unreasonably withheld or

information about you to the the secondment.

disclose to any person any d to this Company's practice,

engagement with the Host for the end of the secondment, e Company (which will not be

Please sign the enclosed copy <<State Job Title E.g. The H agreement to, the terms in this

it <<Insert Your Name>> **OR** e your understanding of, and

We hope you enjoy the second

Yours sincerely

<<Name>>
<<Title>>

I agree to the secondment on

Signed.....

Name.....
<<Secondee>>

Date.....

S A M P L E