<<Employee's Name>> <<Address>> <<Address>> <<Post Code>>

<<Date>>

Dear << >>,

# Re: Measures Envisaged by

I am writing in my capacity as of Transferee Organisation>: Organisation>> does not env about the measures which Organisation>> may take] af name of Transferor Organisat on the proposed [acquisition of provider] on <<insert date>>.

#### Terms of employment

<<State name of Transferee the terms of employment of th of Transferor Organisation>> proposed transfer. [However, ·

#### **Policies and procedures**

<<State name of Transferee ( any policies or procedures re <<state name of Transfero Organisation>> on the propointending to review the followir who would transfer from <<sta of Transferee Organisation>> and procedures which will be r

# **Employee Staffing levels**

<-State name of Transferee number of employees employ [envisages that <<state numb proposed transfer. <<State na



rhead]

# UPE Transfer

Manager>> of <<state name <<state name of Transferee res] **OR** [provide information <<state name of Transferee would transfer from <<state of Transferee Organisation>> ess>>] **OR** [change of service

t currently envisage changing Id transfer from <<state name sferee Organisation>> on the

t currently envisage changing s who would transfer from to <state name of Transferee er, <<give details>>] **OR** [is es relating to those employees rganisation>> to <<state name . <<Give details of the policies is why>>.]

not envisage reducing the ing the proposed transfer] **OR** < of redundancy following the isation>> will consult fully with

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of Any Measures Following a TUPE Transfer.

the relevant employees in res Transferee Organisation>> v process has been complete expects that there will be red whose roles are at risk.]

# Pensions

We understand that it would i from <<state name of Trans Organisation>> to continue Organisation>> pension sche longer be employed by the cur

#### **Data Protection**

Your personal data will be pro name of Transferee Organisat

If you have any questions on or job title e.g. the HR Manage

Yours sincerely

<<Name>> <<Title>> For and on behalf of <<state n



es. However, <<state name of ecision until the consultation of Transferee Organisation>> for any of those employees

mployees who would transfer <<state name of Transferee <<state name of Transferor ed transfer, as they would no

ould have to cease [and the <<insert details of proposed ee Organisation>> envisages able retirement benefits.]

th the Company's and <<State ptection policies.

please contact <<insert name

nisation>>

of Any Measures Following a TUPE Transfer.