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erhead]

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

It currently envisage changing
 would transfer from <<state name
 transferee Organisation>> on the

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

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

the relevant employees in respect of the Transfer. However, <<state name of Transferee Organisation>> will not make any decision until the consultation process has been completed. <<state name of Transferee Organisation>> expects that there will be no redundancy for any of those employees whose roles are at risk.]

Pensions

We understand that it would be expected that employees who would transfer from <<state name of Transferee Organisation>> to continue to be employed by <<state name of Transferee Organisation>> pension scheme. However, as they would no longer be employed by the current

For this reason, the current pension arrangements would have to cease [and the following pension arrangements would be put in place]. [<<insert details of proposed pension arrangements>>]. [<<state name of Transferee Organisation>> envisages that these arrangements would provide comparable retirement benefits.]

Data Protection

Your personal data will be processed in accordance with the Company's and <<State name of Transferee Organisation>> data protection policies.

If you have any questions on this letter, please contact <<insert name and job title e.g. the HR Manager>>.

Yours sincerely

<<Name>>

<<Title>>

For and on behalf of <<state name of Transferee Organisation>>

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isation>>