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erhead]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

A

Dear << >>,

M

Following my letter of <<ins
the transfer from <<state na
of Transferee Organisation>
business>>] **OR** [change of

g to you in connection with
nisation>> to <<state name
quisition of <<state name of
<insert date>>.

It is likely that measures
<<state name of Transfe
employees. The purpose o
proposed measures with a v

ection with the transfer to
n relation to the affected
rt consultation about these
reement to them.

The envisaged measures are

proposed measures>>

The Company wishes to arr
the proposed measures with
consultation meeting will tak
<<insert location>>. The me
<<insert name>>]. At the c
and make representations in

meeting with you to discuss
r agreement to them. The
te>> at <<insert time>> at
by <<insert name>> [and
u will be able to discuss
osed measures.

After this meeting, we will ho
reply to all of the representa

n meeting where we will

[As an elected employee re
data relating to affected em
employee data constitutes a
accordance with the Comp
a disciplinary offence, which
disciplinary procedure.]

ave access to personal
access to, or disclosure of,
ld be reported in
olicy. It may also constitute
er the Company's

L

E

The Company will process all data in accordance with the Company's data protection policy.

During the consultation process

If you have any concerns or questions, please contact <<insert name or job title e.g. the HR Manager>>

<<insert name or job title e.g. the HR Manager>>

Yours sincerely

<<Name>>

<<Title>>

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