

[Print on front of envelope or insert Address]

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

<<Date>>

Dear << >>

I am writing to confirm that the business carried on by the Company is to be transferred to <<name of buyer>> from <<date>>. This constitutes a transfer within the meaning of the TUPE Regulations 2006 (as amended) ('the Regulations'). [If the reason for sale is that difficult trading conditions have made this has necessitated the sale].

I am writing to explain to you that your employment will be transferred to the Buyer with effect from <<date>>. The transfer of your employment will be carried out in accordance with the TUPE Regulations, under which your continuous employment will be preserved. The Buyer intends to honour your current pension scheme, which will not be affected by the transfer. However, the Buyer will invite you to become a member of its alternative pension scheme. We will send you the full details of the pension scheme and you will be invited to join the new scheme. We do not intend to take any measures in relation to your employment.

The Buyer will be writing to you separately in due course. In the meantime, please feel free to contact me if you have any queries.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company>>

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