DATE

Private and Confidential

Dear

Thank you for meeting with myself and MANAGER NAME on DATE at which you were accompanied/unaccompanied. I am writing to confirm what was discussed and agreed. The purpose of the meeting was to complete an aspirational interview which is offered to all employees who are potentially without employment through no fault of their own, for example ill health. You were advised that your name would be placed on the redeployment register for a period of 12 weeks and as you were being redeployed due to ill health, this would not include pay protection.

It was discussed that your substantive role with the Trust is JOB ROLE on AREA OF WORK. However, Occupational Health has suggested that you are to work within a role where you can undertake DETAILS OF DUTIES.

Together we completed the aspirational interview template which indicated that you are currently paid at a BAND and work HOURS per week. You did however suggest that the minimum hours you would wish to work is ?? hours per week. You also advised that ANY ADDITIONAL INFORMATION RELATING TO LIMITATIIONS

We went on to discuss your key skills, key experience, key strengths and previous employment experience. From our discussion it was identified that you were open to suggestions with regards a career change but that in particular you were interested in the roles of (EXAMPLE)

In terms of training needs, we identified that

I asked you if you had access to NHS jobs and you confirmed that YOU DO/DON’T have access and you are confident in using this to search for jobs. I explained that you have a responsibility to actively search for possible suitable alternative employment, and that the role within HR is to also search for vacancies for you and if it is felt that there is a suitable vacancy this will be forwarded to your manager to discuss with you as soon as possible for you to look at.

As discussed in line with the Trust’s guidelines, your name has been placed on the Redeployment Register with effect from DATE. In light of this both your manager and a representative from HR will meet with you every 4 weeks to discuss any progress. We will also take this opportunity to review any positions that you have seen or looked for during your time on the redeployment register.

As previously advised, failure to find a suitable alternative role within the 12 week period due to your ill health / performanc will mean that a Hearing will need to be set up to discuss your capability to perform your role.

In order to find you suitable alternative employment, I would be very grateful if you could provide both your manager and myself with any annual leave that you are planning to take in the foreseeable future. This information will be helpful to us when trying to arrange work trials for you.

Responsibility for identifying and applying for posts sits with the Trust and the individual as per the Trust Redeployment Guidelines.

Many thanks for your co-operation.

Yours sincerely

NAME

HR LEAD

Cc manager name