DATE

Private & Confidential

Name

Address

Dear \*\*\*\*\*

Re: Confirmation of Substantive Redeployment

Further to my letter dated \*\*\*\*\*\* which confirmed you would commence a 4 week redeployment trial period in accordance with the \*\*ADD Policy Title to commence with effect from \*\*\*\*\*. I am writing to inform you that the trial period has now concluded and we have received/not received (delete as applicable) the completed feedback sheet, confirming both the Recruiting Manager and your acceptance that the trial has been a success.

Therefore as the employer we would determine the post to be suitable as substantive redeployment. You will commence into the new post with effect from \*\*\*\*\*\* .

Post title: \*\*\*\*\*\*\*

Banding: \*\*\*

Hours: \*\*\*

Base: \*\*\*\*\*

Your salary will be protected as per the Protection of Pay Policy (check relevant Policy employee covered by) during the period of protection there will be no increments or national pay uplift payable. (Delete if not applicable)

I enclose two copies of this letter, one for you to sign and return to me and a second copy for you to retain.

Should you have any questions please do not hesitate to raise them with your manager or with Human Resources colleagues.

You will receive a full statement of particulars within the next 2 months from our Recruitment Team.

Yours sincerely

Name

Designate

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I \*\*\*\*\*\*\*\*\* accept the above post as suitable substantive redeployment

Signed ………………………………………………… Print Name……………………………..

Date ……………………………………….

Encs

Cc