DATE

Private & Confidential

Dear

Further to the completion of WEEKS trial period in the post of DETAILS / AREA / DATE (from and to). Having reviewed all of the vacancies offered to you since formally being placed at risk on DATE, and in accordance with the criteria you provided in your Aspirational Interview, it is my belief that there has been a vacancies offered to you which would constitute a suitable alternative role within the Trust’s Organisational Change and Redundancy Policy namely:

Vacancy Location Hours Band Reason given as not suitable

As a Trust, and in accordance with the notice of redeployment letter issued to you on DATE, every effort has been made to ensure you remain in employment. Therefore, it is felt that as an employee you are unreasonably refusing an offer of suitable alternative employment and therefore forfeiting your right to a redundancy payment.

A panel will be convened to assess the termination of your contract by reason of redundancy. You will be invited to this hearing once this panel has been arranged.

You will have the right to be accompanied at the hearing by a work colleague or a representative of a nationally recognised NHS negotiating body trade union official if you so wish. Your representative will, if you wish, be able to put your case forward; sum up; and

respond on your behalf to any view expressed at the hearing. He/she will also be allowed to confer with you during the hearing. However, he/she will not be able to answer questions on your behalf.

Please be aware that you may be dismissed as an outcome of the hearing and a decision on this will not be made until you have had a full opportunity to put forward your version of events and the hearing has been concluded

You may wish to access support available to you via Occupational Health Counselling Service. Further details can be found by selecting Occupational Health on www.bfwh.nhs.uk/oneHR. If you have any questions, please telephone me on the above number.

Yours sincerely

NAME

TITLE

Cc HR