DATE

Addressee Only

Dear

Re: Redeployment – Work Trial

Further to the completion of your 4 week trial period in the post of DETAILS, which you were in from DATE. I have received notification or the feedback forms from both the Recruiting Manager and yourself. Both feedback sheets confirm that the post is not suitable due to the problems you are experiencing with DETAILS

The post you have been undertaking is as follows:

Post title:

Banding:

Hours:

Base:

As a result of the unsuccessful work trial, you will be required to return to your substantive department DETAILS / LOCATION.

We will continue to monitor any suitable vacancies and retain your details on our redeployment register until the 12-week period has concluded.

Thank you for your engagement in the process and please do not hesitate to contact me on the above number should you wish to discuss the detail of this letter.

Yours sincerely

HR LEAD

Cc MANAGE