

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

<<Date>>

Dear << >>,

I am writing to you in connection with the proposed transfer of the <<state name of Transferor Organisation>> to <<state name of Transferee Organisation>> on the proposed [acquisition of <<state name of Transferee Organisation>>] change of service provider] on <<insert date>>.

As a result of this transfer, you will be transferred to <<state name of Transferee Organisation>> on the Transfer of Undertakings (Protection of Employment) Regulations 2002. The transfer [will not] OR [has not] affected your statutory rights. The start date of your period of continuous employment is unchanged. The start date of your period of employment are, therefore, the same, except that:

- The identity of your employer will be <<state name of Transferee Organisation>>.
- [As you cannot continue in the <<state name of Transferor Organisation>>'s pension scheme, <<state name of Transferee Organisation>>'s pension scheme will write to you to explain the details of the scheme.]

**OR**

[You will be able to continue in the <<state name of Transferor Organisation>>'s pension scheme and <<state name of Transferee Organisation>>'s HR Manager>> will write to you to give you full details of the scheme.]

- [<<Give details of any other arrangements that may affect you.>>]

[A copy of your new contract of employment will be sent to you by <<state name of Transferee Organisation>>.]

Your personal employee files [will be transferred to <<state name of Transferee Organisation>>]. In the event that your personal data is used and the basis for processing is provided to you in writing. Personal data will only be retained in accordance with the law and other records will be deleted or destroyed.

If you have any concerns or questions, please contact  
the HR Manager>>.

<<insert name or job title e.g.

Yours sincerely

<<Name>>

<<Title>>

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