

[Print on Employer's

Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Disqualification from Driving

Thank you for attending the meeting when we discussed your disqualification from driving for <<state job title>> and the possibility of you being redeployed elsewhere in the company.

> when we discussed your <<state job title>> ban>> and the possibility of you

I am writing to confirm that we are offering you an alternative role as <<state job title>>. The Company is offering this as an alternative to dismissal.

the alternative role as <<state job title>> as an alternative to dismissal.

EITHER

[As you know, your contract of employment is for <<state job title>>. You will be provided with an updated contract setting out the change in your job title.]

for you to be redeployed in this way. The Company is offering this as an alternative to dismissal. The Company is offering this as an alternative to dismissal. The Company is offering this as an alternative to dismissal.

OR

[You are required to agree in writing to the change in your contract of employment before you start this new role. If you wish to agree to the change, please confirm that you accept and understand the variation by signing the revised terms and conditions of your employment by <<specify date>>.]

your contract of employment before you start this new role. If you wish to agree to the change, please confirm that you accept and understand the variation by signing the revised terms and conditions of your employment by <<specify date>>.] Please return this to me by <<specify date>>.]

It is proposed that the change in your contract of employment will last for <<state period>> e.g. the period of your disqualification from driving for <<state period>>.

<<state period>> and will last for <<state period>> e.g. the period of your disqualification from driving for <<state period>>.

If you have any questions, please contact me on <<state phone number>>.

Yours sincerely

<<Name & Title>>