

[Print on one side of the paper or insert Address]

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

<<Date>>

Dear << >>

**Acceptance of Alternative Work**

Following our offer of alternative employment, I am pleased that you have confirmed your acceptance of this role.

Your new role is << >> and will start on << >> following completion of the notice period for your current role. A job description will be provided to you to maintain your continuous employment and will not be entitled to redundancy payment.

As previously advised, you are entering a trial period of <<four weeks>> in this new role. If, during the trial period, you find that the job is unsuitable for you, you will be treated as having been dismissed on the date of redundancy on the date of your original job came to an end. In this case, you will retain your right to a statutory redundancy payment but not a further notice period.

I hope your new role goes well and is successful.

If you have any questions concerning this offer, please let me know as soon as possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company>>