

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

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

<<Date>>

Dear << >>

I am writing to confirm that [some of the services to run the Company are being contracted out to <<name of Contractor>>] with effect from <<date>>. This constitutes a transfer within the meaning of the Transfer of Undertaking (Protection of Employment) Regulations 2006 (a

I am writing to explain to you that your employment with the Company will be transferred to the Contractor with effect from <<date>>. The transfer of your employment is governed by the TUPE Regulations, under which your continuous employment with the Company will be preserved. Your rights are transferred automatically. The Contractor intends to offer you the same or better employment terms with the Contractor. Your pension rights will be automatically transferred. However, the Contractor will invite you to join its alternative scheme and shall send a letter providing you with details of its alternative scheme and pension scheme as it affects you. The Contractor has confirmed that it will take any measures in respect of your employment.

The Contractor will be writing to you separately with further details but, in the meantime, please feel free to contact me if you have any queries.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company>>