

[Print on company letterhead or business address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Request for Consent to Employment <<insert name & title>>

[[We] OR [I] have been approached by <<insert name of Party 1>>, an employee of yours with whom [we] OR [I] have had previous contact in relation to a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, for the purposes of <<insert description of Agreement>> (the "Agreement"). <<insert name of Party 1>> has asked [us] OR [me] to discuss potential [employment] OR [contract] with you.]

OR

[I am writing to you in reference to <<insert name of Party 1>>, an employee of yours with whom [we] OR [I] have had previous contact in relation to a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, for the purposes of <<insert description of Agreement>> (the "Agreement"). [We] OR [I] have an interest for <<insert description of interest>> in <<insert name of Party 1>> as a [candidate of interest] or potential contractor of interest.]

Under the provisions of [sub-clause] <<insert reference to sub-clause>> of the Agreement, [we] OR [I] agreed not to employ or contract with <<insert name of Party 1>> or otherwise engaged by <<insert name of Party 1>> during the term of the Agreement or any extension thereof, until the termination or expiry without your consent. In light of the above, [we] OR [I] [are] OR [am] hereby seeking your consent to do so.

[<<add assurances or other details>>]

I look forward to receiving your response in due course. Please do not hesitate to contact [me] OR [<<insert name of Party 1>>] if you have any questions or would like to discuss this matter further.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]