

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

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

<<Date>>

Dear <<Employee's Name>>,

**Election of Employee Representatives of Consultation on proposed TUPE transfer**

I am writing in respect of our recent announcement of the Company's proposed transfer of the business of the Company to <<Insert Name of Company>>.

**EITHER** [As you know, the proposed transfer means that you would transfer to <<Insert Name of Company>>]

**OR**

[As you know, the proposed transfer means that you would transfer to <<Insert Name of Company>>]

**OR**

[As you know, although you would not be transferring to <<Insert Name of Company>>, the proposed transfer means <<Insert Name of Company>> which would Affect the business of the Company Taken in Connection with the proposed transfer.]

This makes you an affected employee for the purposes of consultation purposes (see below).

The Company has a legal duty to consult with the appropriate representatives of affected employees in respect of the proposed transfer. As there is no elected employee representatives of the affected employees, the Company is required to elect employee representatives of the affected employees.

**Election of employee representatives**

The election process will work as follows:

**Consultation on proposed TUPE transfer**

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

<<Date>> when I/we advised you of the proposed transfer of the business of the Company to <<Insert Name of Company>>.

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1. <<Insert Number>> employees/are required to represent the affected group of employees

Nominees must be affected by the time of the election, which is <<Insert Date>>. Enclose a list of the employees who may be nominated as an employee representative with Letter>>.

You are allowed to nominate a colleague as an employee representative. If you want to nominate a colleague as an employee representative, please check that he or she is prepared to stand as a candidate for election. [In order to stand as a candidate for election, the employee must have been nominated by at least <<Insert Number>> employees.]

2. If you want to nominate a colleague as an employee representative, please complete and return the enclosed nomination form to <<Insert Name and Job Title>> by <<State Time and Date>>. If you want to nominate yourself as a candidate, he or she should complete and return the nomination form to <<Insert Name and Job Title>> by <<State Time and Date>>. After this deadline, no further nominations will be accepted.

3. After the deadline for nomination, the Company will write to each successful nominee to confirm their nomination for election.

4. If more than the required number of candidates put themselves forward, the Company will hold an election by secret ballot and will take into account the views of most and affected employees will

5. Affected employees will be asked to elect a number of representatives to be elected. The Company will count the votes and the results will be announced <<State Method E.g. By Email>> on <<Insert Date>>. The employee elected as employee representative will be held on the afternoon of <<Insert Date>>.

6. The first meeting of the employee representative will be held on the afternoon of <<Insert Date>>.

## Employee representatives

The role of an employee representative is to have part in collective consultation meetings with the Company by:

- receiving specified information about any measures that either the Company or the transferee is planning to take; it;

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s/are required to represent the

e time of the election, which is  
of the employees who may be  
ose List of Affected Employees

date for election. If you want to  
please check that he or she is  
s/her name forward. [In order to  
ed employee must have been  
employees.]

please complete and return the  
ob Title>> by <<State Time and  
a candidate, he or she should  
rm to <<Insert Name and Job  
hen complete and sign the form  
after this deadline will not be

Insert Name and Job Title>> will  
e/she wishes to be a candidate

s put themselves forward, the  
e by secret ballot and will take  
ost and affected employees will

many candidates as there are  
<<Insert Name and Job Title>>  
announced <<State Method E.g.  
(s) with the most votes will be

will be held on the afternoon of

ve part in collective consultation

osed TUPE transfer, including  
isages taking in connection with

- passing this information to the employees he/she represents;
- representing the views of the affected employees in any consultation process;
- taking reasonable steps to ensure that the views of the affected employees are heard and taken into account in the consultation process; and
- reporting back to the employees he/she represents of any meetings with the Company.

Employee representatives will be provided with the necessary training and to carry out their duties.

The Company will process any personal data in accordance with the data protection policy and will be required to comply with the Company's data protection policy during this process.

Please contact <<Insert Name & Title>> if you have any questions or concerns.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

represents;  
employees he/she represents in any

of the affected employees are  
ultation process; and  
of any meetings with the

amount of paid time off for

proposed transfer in  
employee representatives will be  
policy in handling any employee

ave any questions or concerns.

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**Candidate nomination**

**Employee representatives**

<b>Candidate details</b> (To be completed by the candidate)	<b>Second details</b> (To be completed by the seconder)
I wish to stand as a candidate for election as an employee representative. second this nomination.	
Name .....	.....
Job title .....	.....
Department/team .....	Department/team .....
Contact telephone number .....	Contact telephone number .....
Signed .....	.....
Date .....	.....

**Instructions for completing the form**

If you would like to stand as a candidate for election as an employee representative, you must carry out the following steps:

- 1. Complete the left column of the form above.
- 2. Find a colleague to second your nomination. Ask him or her to complete the right column above.
- 3. Return the completed form to the TUPE Transfer Team by <<Insert Time and Date>>. If you do not return the form by this date, you will not be able to stand as a candidate.

If you would like to stand as a candidate for election as an employee representative, you must carry out the following steps:

- 1. Complete the left column of the form above.
- 2. Find a colleague to second your nomination. Ask him or her to complete the right column above.
- 3. Return the completed form to the TUPE Transfer Team by <<Insert Time and Date>>. If you do not return the form by this date, you will not be able to stand as a candidate.