

[Print on ... r insert Address]

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

<<Date>>

Dear <<Employee's Name>>,

**Transfer of undertaking of <<Insert Name of Company Which is Transferring>> –
employee liability information**

I am writing to provide the following information to you in accordance with reg.11 of the Transfer of Undertakings (Protection of Employment) Regulations 2006 and in respect of the proposed sale of <<Insert Company Name of Transferee>>:

1. A list of the gender, age and other personal details of all employees assigned to the undertaking. Please see [attached document] OR [below] for details of all employees assigned to the undertaking [insert schedule].
2. Particulars of employment. Please see [attached document] OR [below] for details of employment contracts] OR [attached document] OR [below] for details of terms and conditions of employment. Manual.
3. Disciplinary action. Please see [attached document] OR [below] for details of any disciplinary action taken against an employee within the last two years. <<Provide List of Disciplinary Action Taken Against Them in the Last Two Years>> Brief Details of Disciplinary Action Taken Against Them in the Last Two Years>>.
4. Grievances. Please see [attached document] OR [below] for information of any grievance procedures raised by an employee within the last two years. <<Provide List of Employees Along with Grievances Raised by Them, the Outcome and the Dates>>.
5. Resolved court or tribunal cases. Please see [attached document] OR [below] for information on court or tribunal cases brought by employees against the Company within the previous two years. <<Provide List of Court or Tribunal Cases together with Brief Details of Outcome and the Dates>>.
6. Potential court or tribunal cases. Please see [attached document] OR [below] for information on court or tribunal cases that the Company reasonably believes that employees may bring against <<Insert Name of Transferee>>, arising out of the proposed sale of the Company to <<Insert Name of Transferor>>. <<Provide List of Potential Court or Tribunal Cases that the Company Reasonably Believes that Employees may Bring together with Brief Details and Relevant Dates>>.

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[7. Collective agreements. Details of the transfer are set out in the attached

agreement(s) that will apply after

If there are any changes to the information provided above, I shall let you know in writing.

This data must be processed in accordance with the requirements of data protection legislation.

If you need any further clarification please contact me on the details below.

Yours sincerely

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

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