[Letterhead]

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

<<Date>>

Dear <<   >>,

I am writing to you in connection m <<state name of Transferor Organisation>> to <<state na​ ​anisation>> on the proposed **[**acquisition of <<state name ange of service provider**]** on <<insert date>>.

As a result of this transfer, you fer**] OR [**has been transferred**]** to <<state name of Transferee the Transfer of Undertakings (Protection of Employment) R ansfer **[**will not**] OR [**has not**]** affected your statutory rights start date of your period of continuous employment is un employment are, therefore, the same, except that:

- The identity of your em

- **[**As you cannot contin <<state name of Transferor Organisation>>'s pens title e.g. the HR Manager>> will write to you to expl s in respect of that scheme.**]**

    OR

    [You will be able to Transferee Organisation>>'s pension scheme and <​ ​R Manager>> will write to you to give you full details

- **[**<<Give details of any

[A copy of your new contract o d.**]**

Your personal employee files **[transferred to <<state name of Transferor Organisation>>. In sonal data is used and the basis for processing is provide notice. Personal data will only be retained in accordance and other records will be deleted or destroyed.

If you have any concerns or qu   <<insert name or job title e.g.
the HR Manager>>.

Yours sincerely

<<Name>>
<<Title>>