

[Print on ... r insert Address]

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

<<Date>>

Dear <<Employee's Name>>,

**Transfer of undertaking of <<Insert Name of Transferring>> –
updated employee liability information**

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

On <<insert date>>, we provided you with the following liability information. Since then, the
following changes have occurred in the liability information supplied to you at
that time:

<<State changes to employee liability information>>

This information is correct and up to date as of <<insert date>>.

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

If you need any further clarification, please contact us.

Yours sincerely

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

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