

S

erhead]

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

<<Date>>

Dear << >>,

**Re: TUPE Transfer of <<state n** **ce>>**

I am writing to request due diligence in respect of the above transfer.

Enclosed is an employee liability form which you should complete on an anonymised basis. Please return to <<state date>>.

Please be assured that the information will be treated in the strictest confidence and will be kept secret. In the event of any queries in relation to the proposed TUPE transfer, please contact <<state name>>. If the proposed transfer does not go ahead, I confirm that the information will not be disclosed or deleted.

M

Yours sincerely

<<Name>>  
<<Title>>

For and on behalf of <<state n

**isation>>**

P

L

E