APPENDIX 22F – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for the individual in areas highlighted in grey.)*

**SAMPLE LETTER – OFFER OF ALTERNATIVE ROLE**

Date ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Offer of Alternative Position of Employment**

We are pleased to conclude our recent discussions and formally offer you the position of Job Title reporting to (insert manager’s name and job title).

The offer of this position is subject to a four week trial period on both sides from the date of commencement, which will be upon written acceptance of this offer. Should either party decide at the end of this period that you are not suitable for this position you will be entitled to a full redundancy package as stated in my letter of dd/mm/yyyy.

As we discussed, this role is within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_and as such you are eligible for the \_\_\_\_\_\_\_\_\_\_ bonus plan, plan terms are attached. In addition there may be a requirement to carry out some on-call duties, an outline of responsibilities is attached.

All other terms and conditions remain as set out in your contract of employment.

I hope very much that you will accept this offer. To accept this position, please sign and date one copy of this letter and return to me, retaining the other for your records.

In the meantime should you have any questions regarding this offer please contact me or (insert manager’s name).

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I accept the transfer and terms stated in this letter:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**