*[Print on Employer’s Letterhead or insert Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

# Alternative Work Offer

I am writing in reference to the consultation meeting we had with you and your representative on <<date>> [and your subsequent appeal] to confirm our offer of alternative employment which we believe is suitable to your present circumstances.

The position we currently have available is << >>

You continue to be employed at the Company’s offices at << >>

Your revised salary will be £ << >> gross per << >> payable << >>. [The nature of your employment is such that you << >> receive commission / bonus payments << >>.]

This offer will take effect immediately on the termination of your current contract of employment.

[Your trial period for this position will be for four weeks.]

The other terms and conditions of employment are set out in your existing terms and conditions of employment. I should be grateful if you would sign and return to me a copy of this letter as your confirmation that you agree with the terms of this offer of alternative employment.

If you have any questions concerning the terms of this offer please let me know as soon as possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

I accept the employment terms set out in this letter.

Signed: ……………………………………………..

<<Full Name of Employee>>

Dated: ……………………………………………..