

Date

<Employee Name>
<Employee details>

Dear <employee name>,

Further to our discussions on <date>, we are pleased to offer you a secondment opportunity with <insert department name>. Please find details below regarding your secondment:

Position:

Reporting to:

Remuneration:

Effective Date:

Purpose:

Duration:

At the end of this secondment you will return to your substantive position of <insert substantive position> within <insert substantive department> on your substantive terms and conditions.

All other terms and conditions of your employment will remain as per your current employment contract <dated>.

Please indicate your acceptance to this variation of your employment terms by signing in the space below and returning one copy of this letter to myself. The other copy is for your records and information.

You have the right to seek independent advice before accepting this offer of employment.

If you have any questions, do not hesitate to let me know.

Yours sincerely,

Manager Name
Manager Title

cc: anyone else in the organisation that needs to be across this change

Insert Company
Logo

I, **<employee name>** agree to the above terms and conditions. I acknowledge that I have had time to seek independent advice regarding this offer.

Signed: _____

Date: _____