# TEMPLATE LETTER 3 INTERNAL SECONDMENT

**PRIVATE AND CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**SECONDMENT**

I am writing to confirm the details of your secondment.

The job title for the period of secondment is………………… in accordance with the attached job description.

The secondment is for a period of ……………, commencing on ………….and terminating on [date]/at a date yet to be agreed, which will not be later than [date]] at which stage you will revert to your substantive post of <job title> <or a post of similar nature> within the <service area>

The post is full time / part time working ……… hours per week.

The base during the period of secondment is…………………….

During the secondment you will be supervised by (\*\*\*\*\*\*\*\*) who will also direct working arrangements, i.e. agree annual leave and deal, in the first instance with any grievance the employee may have arising out of their work.

Your salary will <remain the same, currently <£\*\*\*\*> OR your salary will be <£\*\*\*\*> (delete as appropriate)> and you will receive any normally agreed increases due to you during the period of your secondment.

Your continuity of service will not be affected and normal pension arrangements will apply during this time.

All other existing terms and conditions of employment will apply.

If you have any queries about the content of this letter or difficulties in interpretation please contact <Human Resources Adviser> or <secondment supervisor> or myself.

Yours sincerely

<Originating Manager>

Created January 2014

Reviewed November 2017