# TEMPLATE LETTER 1 – EXTERNAL, OUTGOING SECONDMENT

**PRIVATE AND CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**SECONDMENT**

I am writing to confirm the details of your secondment.

You will be seconded to <\*\*\*> with effect from <date month year>. This will continue until terminated by one months notice by you, the County Council [or <\*\*\*>,] at which stage you will revert to your substantive post of <job title> within the <service area>, as per the terms of the attached secondment agreement.

Your salary will remain the same, currently <£\*\*\*\*> 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.

You will work under the direction of a senior manager within <\*\*\*>. If a matter of discipline or grievance occurs you should discuss this with your line manager within \*\*\*\*\*\*\* in the first instance. If the matter is sufficiently serious to warrant an investigation, then the Council and \*\*\*\*\* will discuss and agree who will undertake this. Any formal sanction will be for the County Council to impose.

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 December 2013

Reviewed November 2017