

TUPE letters to employee

The following letters are enclosed:

1. TUPE letter :
2. :

Guidance notes:

1. TUPE letter to employees: notification of

If you sell or transfer your business, you have a duty under the Transfer of Undertakings (Protection of Employment) Regulations 2014. The TUPE Regulations and associated amendments, require you employers to inform

This letter is suitable for use when there is any transfer of an undertaking or part of an undertaking which is transferred from

- 1.1. Where all or part of a sole trader's business or partnership is
- 1.2. Where a company, or part of it, is bought or acquired by another, provided this is done by the second company buying or acquiring the assets and
- 1.3. Where two companies cease to exist and combine to

2. TUPE letter to employees: notification of

- 2.1. Under the Transfer of Undertakings (Protection of Employment) Regulations 2014 and associated amendments, every employer has a duty to inform employees who are
- 2.2. Use this document when there is any transfer of an undertaking or part of an undertaking which is transferred from one employer to another. For example, where a part of a company is bought or acquired by another and admin duties are

End of notes

1. TUPE letter to employees: notification of sale of business

[Print on Company Letterhead]

[Employee's address]

[Date]

Dear [Employee name],

Re: Sale and transfer of business: your employment

As you are probably aware, the business of [Business name] carried on by [Company name] is [] (" ") [].

This constitutes a transfer regulated by Transfer of () 2014 .

Accordingly, your employment will transfer to the Buyer with effect from [date]. Of course you will be employed under the same terms and conditions as you are now and .

Your employment rights are automatically .

Of course you may be concerned about your employment rights, including your salary. Please be assured that [the same staff will be dealing with your pay in same way] [] [2]].

If you have any questions in the meantime, please .

Yours sincerely,

[Name]

For and on behalf of [Company name]

2. TUPE letter to employees: notification of change of workplace

[Print on Company Letterhead]

[Employee's address]

[Date]

Dear [Employee name]

Re: Sale and transfer of business: your employment

As a result of the imminent transfer of the business, []
/ [].
,

This constitutes a transfer
() 2014 ("").

Since our discussion on [date] about the changes,
[] .
.

So far , :

[add details of all changes, including any
 ,
]

The Contractor will contact you shortly with .
 ,
 .

Yours sincerely,

[Name]

For and on behalf of [Company name]