

## Letter to employee: offer of alternative employment

[On company letterhead]

[Addressee]

[Full address]

[Date]

Dear [name]

### Re: Termination of your current contract and re-engagement on new terms

Please find attached a

In reference to my letter of [date] and following individual [ ] ,  
[ ]  
/ ]

Please now accept this letter as formal notice of the termination of your contract

[ ] .  
[ ] - [ ] .  
" "

We would like to offer you alternative employment, on the terms of a new contract. I  
will " "

You can be assured that should you accept the New Contract,

[ ]

To accept the terms of the New Contract, please sign both the attached copy of this  
letter

[ ] . , [ ]  
[ ]

If you have

Yours sincerely,

[Employer name]

.....

## Acknowledgement slip

$$[ \quad ] .$$

■

[Employee signature]

[Employee name]

# Explanatory notes

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### General notes:

1. Net Lawman advice you read our comprehensive article on amending contracts of employment. You can find it here part 1: <http://www.netlawman.co.uk/ia/amend-contract-employment> You can find it here part 2: <http://www.netlawman.co.uk/ia/amending-contracts-2>
2. There are many circumstances in which an employer may make an alternative offer of employment. It may be an alternative to redundancy or it may be in light of the employee becoming pregnant (perhaps her current work is )  
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3. This letter should be used where the employer has been unable ( ).
4. Ensure this letter is not sent before collective consultation with a view to seeking agreement (if the collective consultation ( ) 188  
1992 ( ) ).
5. Ensure you have been carrying out individual consultation on an ongoing basis  
.
6. Beware claims for unfair dismissal, you may be able ( )  
.
7. It is highly unlikely that  
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8. As the letter states, new contract  
,  
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9. Make sure the letter refers to any previous correspondence

**End of notes**