(date)

PRIVATE & CONFIDENTIAL

(name)

(contact address)

Dear (name)

Following the recent consultation process and finalisation of the new organisational structure, I am writing to advise you formally of the implications of the new structure on your position.

The new structure means there are more people than posts for the position of (name of position). Therefore a selection process has been agreed with the staff association (or staff representatives, as appropriate) in order to select staff in or out of the posts in the new structure.

A panel made up of (names and roles of selection panel members) will carry out this selection process. The process will assess your suitability against the agreed relevant skills and competencies for the (name of position) and will consist of:

written self assessment by the candidate against agreed criteria

management reference against the agreed criteria, based on previous performance

disciplinary and absence data

performance reviews (if agreed in advance by the candidate)

The timescale for this selection process is:

* you are required to express your interest in being assessed for this position and submit the written self assessment by (date)
* assessment will take place by (date)

You also have the right to apply for any current vacancies within (organisation name) in (location). If you would like to be considered for any of these positions please submit your interest in writing for the relevant posts by (date), marking your top three preferences.

If you have any questions please contact me.

Yours sincerely

(name of manager)

(job title)

(department)

cc: HR Department/Personal File