

Sample letter to Transferee

[TO BE TYPED ON HEADED NOTEPAPEER OF TRANSFEROR]

[STRICTLY PRIVATE AND CONFIDENTIAL]

[Date]

Dear *[insert name of relevant person at the transferee]*,

We refer to the proposed *[disposal of our business to you] [outsourcing of our [identify business function] to you] [termination of our contract to provide [identify services] services to [you] [identify client]]*.

In accordance with Regulation 13 of the Transfer of Undertakings (Protection of Employment) Regulations 2006, we are required to provide, to the representatives of the transferring employees, details of any measures which *[name of transferee]* envisages it will take as a result of the transfer, in relation to those employees.

Please would you therefore provide us with details of any such measures *[name of transferee]* intends to take or, if there are no such measures, with confirmation of that fact, by close of business on *[insert date]*. Please provide the details in writing, addressed to *[enter name of relevant individual at the transferor]*.

Yours sincerely,

[signature]

For and on behalf of *[insert name of transferor]*