**LETTER FROM SELLER/ OUTGOING EMPLOYER**

 **INVITING ELECTION OF EMPLOYEE REPRESENTATIVES**

Dear [NAME]

**Transfer of [BUSINESS] to [BUSINESS]**

Further to our previous announcement of the transfer of [BUSINESS] to [BUSINESS], I am writing to invite you to nominate employee representatives for the purposes of providing information and consulting over the transfer.

Nominations should be made using the enclosed nomination form and sent to me at [ADDRESS] to be received on or before [DATE]. If you are nominating yourself, you should include your full name and address. If you are nominating a colleague, you should provide their full name and address and obtain his or her signed consent to the nomination.

**EITHER** [A maximum of [NUMBER] employee representatives will be elected. If this (or a smaller) number of nominations is received, nominees will automatically become employee representatives. However, if more nominations are received than the number of vacancies, the Company will call a ballot to elect representatives.]

**OR [**We have separated the potentially affected employees into groups based [FOR EXAMPLE - on job roles and departments]. A list of the groups is enclosed. We propose to have a maximum of [NUMBER] employee representative from each group, therefore the total number of representatives will be [NUMBER]. If more nominations are received for any group than the number of vacancies available, we will arrange a ballot of those within that particular group.]

Following submission of nominations, the proposed timetable is as follows:

 Nominations close: [DATE]

 Ballot papers despatched to home addresses: [DATE]

 Ballot closes: [DATE]

 Announcement of results: [DATE]

First meeting of Elected Representatives [DATE]

If you have any questions you wish to raise concerning the nomination or the elections, please do not hesitate to contact me.

Yours sincerely

[NAME]