**LETTER TO EMPLOYEE AFTER ACCEPTANCE**

**OF ALTERNATIVE ROLE**

Dear [NAME]

**Offer of alternative employment**

I am writing to confirm that you have been successful in your application for alternative employment as [JOB ROLE].

Please find attached a contract of employment which sets out the main terms and conditions relating to the role. Please sign and return the contract to me as soon as possible.

The Company believes that this position is "suitable alternative employment", which means that if you unreasonably decide not to accept this offer you may lose the right to a redundancy payment if your refusal is unreasonable.

I very much hope that you decide to accept this offer of alternative employment. If you want to discuss this further please do not hesitate to contact me.

Yours sincerely

[NAME]