**LETTER – CONFIRMING CHANGE OF ROLE**

Dear [NAME]

**Change of job role**

I refer to ourrecent meeting on and am pleased to offer you the post of [POSITION] on the following terms:

* Salary - £[SALARY]
* Benefits – [LIST]
* Hours of work – [DAYS/ HOURS]

This change of job role is subject to a probationary period of [NUMBER] months, during which your suitability for the role will be assessed. We reserve the right to extend the probationary period or transfer you to your previous role if your conduct or performance is unsatisfactory during the probationary period.

Neither your transfer nor the fact that you will be on probation temporarily will affect your continuous service with the Company or your statutory rights.

If you wish accept our offer of the new job role, please sign the enclosed copy of this letter and return it to me.

This offer is open for you to accept for the next 10 days, at which time is will be automatically withdrawn.

I look forward to hearing from you. Should you have any queries about this offer or the new post, please do not hesitate to contact me.

Yours sincerely,

[NAME]

[COPY LETTER – I confirm that I wish to accept the Company’s offer of employment as set out in the letter above.

……………………………………..

PRINT NAME

……………………………………..

DATE]