**LETTER FROM EMPLOYER**

**TO ITS OWN STAFF ADVISING OF A TUPE TRANSFER**

Dear [NAME]

**Business transfer**

I am writing to inform you that the Company has (purchased/successfully tendered for) [NAME OF BUSINESS PUCHASED/TENDERED FOR]

The current employees of the above business will automatically transfer to our employment under the Transfer of Undertakings (Protection of Employment) Regulations 2006 with effect from [DATE].

[This transfer is likely to affect your employment in certain ways. In view of this, the Company is obliged to inform appropriate representatives about these likely effects.

**OR**

This transfer is likely to affect your employment in certain ways. In view of this, the Company is obliged to inform appropriate representatives about these likely effects. In addition, there are certain measures we will be seeking to take in relation to this transfer which are likely to further affect your employment, and accordingly, we are obliged to consult with appropriate representatives about these intended measures.]

[As [NAME] union is recognised in relation to [DETAILS OF BARGAINING UNIT], the Company will consult with this union as your representative

**OR**

As there is an existing body of elected employee representatives [GIVE DETAILS], the Company will inform and consult with that body as your representatives

**OR**

As there are currently no appropriate elected representatives in relation to the affected employees, the Company will conduct an election process to vote for your preferred representative from a list of nominees. I envisage that elections for representatives should take place within the next [NUMBER] weeks and I will contact you in the near future about the election process.]

If you have any questions regarding this letter, please do not hesitate to contact me.

Yours sincerely,

[NAME]