[Print on Co

ert Address]

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Secondment to <<INSERT N

Dear <<Name of Employee>>

I am writing to confirm the ar secondment to <<Insert Name

- As we have discussed, the E.g. Career Development.
- [The duration of the sec years>>.] The secondmeterminate on <<insert dat number>> months' written
- You shall remain employed all times during the second remain unchanged, excell employment will remain un
- 4. At the end of the secondm

The Company guarantees the and conditions which applied to

OR

The Company intends that yo assign you to a suitable alternated role will be at an equivalent secondment. Pay and benefits if the secondment had not take



NY OR ORGANISATION>>

een agreed in relation to your ganisation>> (the Host).

idment is: <<State Reasons, company/Organisation>>.

ert number of weeks/months

n <<insert date>> and shall
be agreed>> **OR** on <<state
y or Host.

employer>> (the Company) at nt terms of employment shall er. Your period of continuous e to be paid by the Company.

Company.

current position on the terms

ent position and guarantees to longer exists. This alternative ob that you held prior to the le than they would have been



During the secondment yo

- (a) continue to abide by th
- (b) [act as << Insert Job Ti following key duties <<</p>
- (c) continue to report to, a the Company;
- (d) report on day-to-day n<<Insert Name>> will nany issues that arise;
- (e) work at the Host's pren
- (f) comply with the Host's practices;
- (g) obtain the prior approved the usual way before approval, you should need proposed dates of your
- (h) if you are absent from Title>> at the Host and as soon as possible on

During the secondment:

- (a) [you should continue to to keep in touch with de
- (b) you should talk to <<In if you have any issues you are doing; and
- (c) the Company will cond
- While on secondment, you
 Amount and/or Percentage
 along with your normal sate
 expected to fund all additions
- 7. [You will be entitled to r <<State Event E.g. Trave expenses claims arising of Job Title E.g. The Financiaccordance with the Ho Please refer to <<State E.

s attached]; OR [carry out the

nsert Name and Job Title>> at

and Job Title>> at the Host. o review progress and discuss

\$**>>**;

, including safety policies and

k<Insert Company Name>> in On receiving the Company's Job Title>> at the Host of the

both <<Insert Name and Job <<Insert Name of Company>>

.g. Annual General Meeting>> pany];

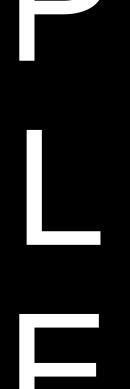
R Manager at the Company>> secondment or the work that

ay reviews in the usual way.

on normal salary of <<State ance will be paid automatically t will be made and you will be allowance.]

benses while on secondment lation Allowance, Etc>>.] Any must be submitted to <<State t Company or Organisation in isation's normal procedures.

▶.



- You consent to the Com Host Company or Organis
- During the secondment, confidential information the business dealings or clien
- You may not take up any the period of <<State Nu unless you have the prior unreasonably withheld or

Please sign the enclosed copy <<State Job Title E.g. The Hagreement to, the terms in this

We hope you enjoy the second

Yours sincerely

<<Name>> <<Title>>

I agree to the secondment on

Signed.....

Name.....

<<Secondee>>

Date.....

S

A

it <<Insert Your Name>> **OR** e your understanding of, and

information about you to the the secondment.

disclose to any person any d to this Company's practice,

engagement with the Host for the end of the secondment, e Company (which will not be

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