*[ON HEADED NOTEPAPER OF THE EMPLOYER]*

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [NAME],

Secondment to [NAME OF HOST]

I am writing to confirm the arrangements that have been agreed between us in connection with your secondment to [NAME OF HOST] (the Host).

You shall remain employed by [NAME OF EMPLOYER] (the Company) during the secondment and your current terms of employment shall remain unchanged, except as set out in this letter. In particular, your period of continuous employment will remain unbroken. At the end of the secondment, the Company currently intends that you will return to your current position on the terms applying before the secondment, or a suitable alternative if that role no longer exists. However, this may change according to the needs of the business at that time.

The secondment shall commence on [DATE] and shall continue until terminated:

### on [NUMBER] months' written notice from either the Host or the Company; or

### on the termination of your employment in accordance with the terms of your contract.

During the secondment you shall:

### continue to abide by the terms of your contract;

### [act as [POSITION] and carry out [DETAILS OF DUTIES] **OR** carry out any work that is reasonably required of you by the Company at the Host's request and in the Host's business];

### continue to report to, and be managed by, [NAME] at the Company;

### report on day-to-day matters to [NAME] at the Host;

### work at the Host's premises at [ADDRESS];

### comply with the Host's [DETAILS OF RELEVANT PROCEDURES], copies of which are attached;

### obtain the prior approval of [NAME AT EMPLOYER] in the usual way before taking any holiday and, [at the same time as seeking **OR** on receiving] the Company's approval, notify [NAME AT HOST] of the proposed dates of your holiday; and

### if you are absent from work at any time, notify both [NAME AT HOST] and [NAME AT EMPLOYER] as soon as possible on the first day of absence.

[DETAILS OF ANY TERMS OF EMPLOYMENT THAT WILL CHANGE, SUCH AS HOURS OF WORK]

During the secondment:

### you should continue to stay in contact with [NAME OF CONTACT AT EMPLOYER] on a regular basis and, in particular, keep them informed of any issues that arise and any absences from work;

### you should continue to attend [DETAILS OF RELEVANT MEETINGS] to keep in touch with developments at the Company;

### you should talk to [NAME AT EMPLOYER] if you have any issues or concerns about your secondment or the work that you are doing; and

### the Company will conduct any appraisals and pay reviews in the usual way and will deal with any grievances or any concerns about your conduct or performance. In all cases it will consult the Host before taking any action.

The Company shall continue to pay your salary in the normal way and you shall continue to participate in [DETAILS OF ANY BENEFITS].

[Any overtime claims arising during your secondment must be approved in writing by [NAME OF EMPLOYEE AT HOST] before being passed to the Company for payment in the usual way.]

Any expenses claims arising during your secondment must be submitted to [NAME OF EMPLOYEE AT HOST] in accordance with the Host's normal procedures, details of which are [STATE WHERE THEY CAN BE FOUND].

In order for the Employer and the Host to enter into and perform their respective obligations under the Secondment Agreement:

the Employer will need to provide the Host with certain personal data relating to you, in accordance with its [Data protection policy] and the [Employer data protection privacy notice (secondment)][ that will be] issued to you; and

the Host will need to collect from the Employer and/or from you, and process, certain personal data[ and special categories of personal data] relating to you in accordance with its [Data protection policy] and the [Host data protection privacy notice (secondment)][ that will be] issued to you.

The Host may also need to monitor the activities of all staff (including secondees) in accordance with its policies relating to [email, internet and communications systems and monitoring at work], copies of which will be provided to you. Your contract currently requires you to keep the Company's confidential information and trade and business secrets confidential. This is particularly important while you are on secondment to the Host. You should also respect the confidentiality of any similar information relating to the Host to which you have access during the secondment.

You may not take up any offer of employment or engagement with the Host (or be involved in the Host's business in any capacity) for the period of [NUMBER] months after the end of the secondment, unless you have the prior written agreement of the Company (which will not be unreasonably withheld or refused).

Please sign the enclosed copy of this letter and return it to [NAME] by [DATE] to indicate your agreement to the terms in this letter.

Yours sincerely,

For and on behalf of [NAME OF EMPLOYER]

I hereby agree to the above changes to the terms of my employment.

Signed .................................

by [SECONDEE NAME]

Date .................................