

# TUPE - First Letter To Transferring Employees

<name>

<address>

<date>

Dear <first name>

<Business Transfer / Transfer Of Service Provision> From <name of transferor> to <name of transferee>

I am writing following the <award of the <type of service> service to <name of new provider> / <agreement to transfer the <description of business> ; with effect from <transfer date>.

As you are assigned to the <contract/business> being transferred, this will

## SAMPLE ONLY

<new provider> has agreed that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) apply. As an organisation we commit to acting fairly and in accordance with the TUPE Regulations 2006.

TUPE involves <the service/ business> transferring to the new provider in its current state, with staff contracts being taken on by the new provider. The legislation then provides that

## SAMPLE ONLY

<For economic, technical and organisational reasons> <new provider> proposes to

## SAMPLE ONLY

You have the opportunity to raise any representations in relation to the transfer and

## SAMPLE ONLY

<date and times of proposed consultations>

I understand that this may be an uncertain and difficult time for you and can assure you that <names of both providers> will do everything we reasonably can to ensure this process goes smoothly and is conducted fairly.

If you have any questions please do not hesitate to contact me.

Yours sincerely

<name>

<job title>