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| --- | --- | --- | --- |
| Gofynner am ▪ Please ask for: |  | Eich cyf ▪ Your ref: |  |
| Llinell Uniongyrchol ▪ Direct Line: | 01267 246375 | Fy nghyf ▪ My ref: | / |
| E-Bost Uniongyrchol ▪ Direct E-Mail: | @sirgar.gov.uk | Ffacs ▪ Fax: | 01267 246134 |
| Dyddiad ▪ Date: | x |  |  |

Private & Confidential

Mr

[Address]

Dear

Re: XXX Restructuring Project - New Post(s)

Further to the recent period of consultation on the above new structure proposals, I’m pleased to be able to confirm that we are now moving into the implementation phase of the project.

We have identified that the following new positions are available to our existing staff group. This / these new posts have not been assessed as sufficiently similar to any existing postholder’s positions, and as such, we would like to offer an open opportunity to all staff affected by this re-structure project to express an interest in this / these post(s).

Post Title Grade

Post Title Grade

EITHER

Copies of the relevant job profiles and person specifications are held on the restructure pages on the Department’s section of the intranet.

OR (for staff who do not have readily available access to the intranet)

Copies of the relevant job profiles and person specifications are available from your line manager / supervisor and / or local office.

Expressions of interest should only be submitted from those candidates who firmly believe that they meet the essential criteria for the posts. Selection will be by an initial written supporting statement (pro forma attached), followed by an interview.

Should you express interest in more than one position, you will be asked to specify a rank order of preference.

May I take this opportunity to thank you for your patience and support during this transitional period.

Yours sincerely,

Enc.

Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.

You are welcome to contact the Council through the medium of Welsh or English.