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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: Post Title(s)

Further to the recent consultative process in respect of the XXX restructure project, I am pleased to confirm that we are now in a position to commence implementation of the new structure.

Your current substantive job role has been identified as being broadly comparable with the above position(s) within the new structure. An assessment will now be undertaken to establish whether the roles are sufficiently comparable to confirm you in this / these position(s). To enable that assessment to take place, you are required to fully complete the attached ‘Assessment of Compatibility’ pro-forma. To assist with this process please find attached copies of the Job Profile(s) and Person Specification(s) for your current post and for the post(s) identified within the new structure as being broadly comparable.

Please return your completed form to (named officer) by no later than (date and time). Please contact either myself or (the Project Lead), for guidance if you are unclear on any part of this process.

Thank you for your anticipated co-operation in this process.

Yours sincerely,

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.