**APPENDIX E**

**CONFIRM IN POST – OFFER LETTER**

**Private & Confidential**

Dear

**POST TITLE**

I write further to our recent consultation regarding a revised structure for the xxxx. I am pleased to advise you that, in accordance with the Authority’s Restructuring Policy, you will be confirmed in the above post.

I enclose a copy of the job profile and person specification for this post, which has been evaluated under the Authority’s Job Evaluation Scheme as Grade XX. Your commencing salary within this grade will be £XXX (scp XX).

Your appointment is effective from **xxxx**. I would be grateful if you could discuss with me the hand-over of any issues you are dealing with which do not fall within the scope of this role.

FOR REDUCTION IN GRADE/PAY

Your appointment to this position does, unfortunately, mean that your salary / total pay package will be reduced. Accordingly, your pay and conditions of employment will not be reduced / affected until the end of the 12 week period following your effective date of appointment ie XXXXX

***Consider whether it is appropriate at this point to update any employment vetting checks e.g.*** DBS

(Welsh Language if applicable) - It is a condition of your appointment that you undertake any development identified to build your skills in order to enable you to perform your duties fully. Such development may be specified within a Learning Agreement following your commencement. This agreement will (where appropriate) include a specified timeframe.

This letter sets out a variation to your contract of employment and I should be grateful if you would confirm your acceptance on one of the copies of this letter within five working days of receipt.\*

Should you feel you have been unfairly selected for this position, you may request that a ‘Process Review’ be undertaken (please see the Restructuring Policy for detail). This too should be indicated on the reply slip below.

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

Yours sincerely

Name :................................................................... Employee Number: .................

I confirm my acceptance of this variation to my contract of employment.

Signed: ................................................................... Date: .......................................

\*Please note that even if you do not return a signed acceptance within 5 working days the Authority will assume an acceptance unless you have indicated otherwise, in writing.