**STRICTLY PRIVATE AND CONFIDENTIAL**

[Recipient’s name and address]

Dear <Title / Surname>

**Loss of permanent contract**

I refer to our discussions regarding your request for a secondment to a fixed-term post. [As discussed, I am unable to support this secondment for the reasons outlined to you.][As discussed, I understand your manager is unable to support your secondment.]

I am therefore writing to you to advise you of the implications of this, should you take up the fixed-term post, to assist with your decision-making.

As the board is unable to support your secondment, you will need to resign from your permanent post. You will then be able to take up the fixed-term post. This will mean your terms and conditions are those of a fixed-term employee.

Should we be unable to identify a suitable alternative post via redeployment at the end of your fixed-term contract, your employment will end on the final day of your fixed-term contract. Depending on the reason for the fixed-term contract, you may be entitled to a redundancy payment.

Further information on fixed-term contracts is available on the [NHSScotland Workforce Policies website](https://workforce.nhs.scot/policies/fixed-term-contract-policy-overview/).

Yours sincerely

Manager or recruiting manager’s Name

Manager or recruiting manager’s Title