Informing employee they are to become a ‘registrable employee’

Template letter

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| **Template letter notification if registrable or to become registrable Public Sector Management (Redeployment and Redundancy) Regulations 2014, Regulation 9 – Employee must be notified if registrable or to become registrable*** This letter provides a sample of notifications for the purposes of the Regulations. Agencies may choose to follow the format of this letter, and adapt it to reflect their circumstances when advising employees they are or will become registrable for the purposes of Regulation 9.
* Agency’s should also refer to Regulations when preparing correspondence to employees.
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**[insert date]**

**PRIVATE AND CONFIDENTIAL**

**[insert name and postal address]**

**Dear [title and surname]**

**[insert subject title]**

Further to my announcement made on the **[insert date of any previous notification provided]** I am writing to formally confirm that as a result of the finalisation of the agency’s restructuring activities your position **[has been abolished or will be abolished or you are surplus to requirements or will become surplus to requirements - insert whichever is relevant]**.

As a consequence I now notify you that effective from **[date of receipt of this letter if abolished or surplus has occurred or insert date that they will occur]** **[you are or will become – insert whichever is relevant]** registrable under Regulation 9 for the purposes of the Public Sector Management (Redeployment and Redundancy) Regulations 2014.

As a registrable employee, you may be transferred under Regulation 10 of the Regulations to another position in **[insert name of agency]** or where this is not possible, you may be registered for redeployment under Regulation 18 of the Regulations.

The **[insert name of agency]** will provide you with meaningful interim work arrangements commensurate with your level. In the immediate future you will be assigned/allocated duties with **[insert location – which could be the employees current work location]** and report to **[insert responsible manager – which could be the employee’s current manager]**.

To assist your efforts to secure alternative employment the **[insert name of agency]** will ensure that you have priority access to suitable internal opportunities.

More detailed information can be obtained from **[insert name of employee’s case manager or human resource contact]**, your case manager **[insert name]** will also contact you in the near future.

Employees may also access the services of the Employee Assistance Program **[insert name of provider]**. This service provides free confidential professional counselling services to employees and partners/families (excluding financial advice). The Employee Assistance Program provider **[insert name]** can be contacted **on [insert contact details and information about any limits on the number of sessions, if relevant]**.

Yours sincerely

**[Insert name of relevant CEO/Director General/Chief Employee]**