

Appendix 20

STRICTLY PRIVATE AND CONFIDENTIAL

Dear,

**Re: Withdrawal of Notice of Termination Letter.**  
**Offer of «Ring fence».**

I refer to my recent letter, which gave you notice of dismissal on the grounds of redundancy.

However, subject to your acceptance, following the outcome of your ring fence interview I am pleased to withdraw the notice issued to you and confirm that the School now offers you the post of **(insert post title)**.

If you accept this offer, the intention is that you will be issued with a new contract formally offering you the new post and you will have commenced work in the new post on or about **(insert date)**. Please note that if there is a change in your salary associated with your new role, this may not be reflected in your next pay.

Can you please complete the section at the end of the duplicate letter attached, indicating whether you agree to accepting the position that is being offered to you. Please return this to **(insert contact details)**, at the address above within 5 working days of today's date.

Please contact your manager if you have any queries about this letter.

With best wishes,

Yours sincerely,

I confirm I agree to the withdrawal of the notice of dismissal and confirm that if I was formally offered the post of **(insert new post title)** (please tick)

I would accept this

I would not wish to accept this

Name:

Signed:

Date