**Sample Letter of Offer – redeployment**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

In accordance with the Institute’s Redeployment Policy, the Institute is pleased to offer the following position(s) for your consideration:

* Position Title:
* Classification
* Location

Under terms of the Redeployment Policy, where this position attracts a lower salary than your current position, you will continue to receive your current salary for 12 months. You will maintain all leave and other benefits pertaining to your former position accrued to the date of commencing the redeployment position. Where the alternative position is offered at a different site, compensation for relocation may be considered.

If you are interested in this/these position(s), please advise the Human Resources Department by (date) and steps will be taken to complete the redeployment process.

If you choose not to accept the offer of a suitable position at your current classification level and ongoing status, the Institute will terminate your employment for disobeying a lawful and reasonable direction; and no retrenchment pay will apply.

You are required to respond to this offer of redeployment by (insert a date 2 weeks from the date of this letter).

[TAFE] trust you will find this offer satisfactory. The Human Resources Department is available to provide you with assistance and advice in relation to the offer and you may contact myself or (designated officer) to discuss any issues or questions you may have.

Yours sincerely

Director, Human Resources Manager or appropriate Line Manager