

Specialty Doctor / Associate Specialist (2008) expression of interest in the  
new contractual arrangements

*[Insert letterhead of employer]\**

**PRIVATE & CONFIDENTIAL**

*[Insert name and address]\**

*[Insert date]\**

Dear *[insert name]\**

I am writing to ask whether you wish to express a formal interest in moving to the *[Specialty Doctor] [Associate Specialist (2008)]\** contractual arrangements. If you wish to do so please confirm your intention by signing the expression of interest attached to this letter and returning it to *[insert name and location]\**.

To be eligible to have your pay backdated to 1 April 2008 or an agreed later date you will need to respond within 12 weeks from the date of this letter. Such an expression of interest is not legally binding nor does it oblige you to transfer, but it will signal that you wish to commence the job planning process in good faith and in the expectation of transferring. If you do not express an interest during this period, I will presume that you do not currently wish to transfer to the new contract.

This does not prevent you from deciding at some future point that you do wish to transfer, but if you did so decide then your transfer and salary payments would only take effect from the date you then commenced work in accordance with the subsequently agreed Job Plan. In other words, there would be no back payment.

If you do express an interest in moving to the new arrangements we will arrange a meeting to discuss your prospective job plan as soon as possible.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

Manager  
On behalf of *[insert name of employer]\**

\* employing organisation to complete

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**Please do not detach from the accompanying letter**

Please complete the following and return to *[insert name and location]\**

I wish to express an interest in moving to the *[Specialty Doctor]*  
*[Associate Specialist 2008]\** contract.

Signed.....

Date.....

\* employing organisation to complete