

*[insert letterhead of employer]**

PRIVATE & CONFIDENTIAL

*[insert name and address]**

*[insert date]**

Dear *[insert name]**

I am writing following your meeting with *[insert name]** to outline the remuneration package applicable to your employment with us if you elect to move to the new contractual arrangements. I hope you find this information helpful. Please note this letter does not form a contract of employment.

You are currently on point *[insert point]** of the *[insert grade]** scale.

Under your existing contract you receive:

- Basic salary of *[insert value]* [pro rata for part time doctors/dentists]**
- *[[[insert number] Temporary Additional Notional Half Day] [additional Staff Grade sessions above 10]* [insert value] (if applicable)]**

Total: £ *[insert value] per annum**

The new contract offer from [date] is summarised as follows:

- *[insert number]** Programmed Activities (PAs)
- *[On-call Availability Supplement of [insert category and percentage] (if applicable)]**
- *[[insert number] Additional Programmed Activities (if applicable)]**

The Programmed Activities are allocated as follows ***[Note: employers may find it helpful to record, following agreement, selected or all PAs on an annualised basis]:***

- *[insert value]** Direct Clinical Care PAs
- *[insert value]** Supporting Professional Activities PAs
- *[insert value]** External Duties PAs (if applicable)
- *[insert value]** Additional HSC Responsibilities PAs (if applicable)
- *[insert value]** Additional Programmed Activities (if applicable)
[Note: employers are advised to utilise the separate model contracts provided if contracting for APAs]

You will transfer onto point *[insert point]** on the *[Specialty doctor] [Associate Specialist 2008]** scale.

Specialty Doctor Contract offer letter

The following list outlines what you would earn on transfer to the new arrangements:

- *[insert number]** Programmed Activities equals £ *[insert value]**
- *[On-call Availability Supplement [insert percentage]]* equals £ [insert value] (if applicable) **
- *[[insert number] Additional Programmed Activities]* equals £ [insert value] (if applicable)**

We have calculated your salary on commencement of the new contract in accordance with the transitional arrangements determined by Government. These can be found on the Department's website at www.dhsspsni.gov.uk located under the Human Resources section.

A copy of the Terms and Conditions of Service can be found on www.dhsspsni.gov.uk located under the Human Resources section or can be viewed *[insert as appropriate e.g. in the HR office (medical staff) at the above address]**.

I trust the information provided now enables you to make an informed decision about whether or not to transfer to the *[Specialty doctor] [Associate Specialist 2008]** contract. However, this will be dependent on you and us agreeing to all elements of the contract agreement. Although every effort has been taken to provide an accurate account of your current and potential earnings the Trust reserves the right following discussion with you to amend as necessary any figures that do not reflect the job plan that has been agreed.

Two copies of this letter have been provided, one of which should be retained for your records. Could you please confirm if you wish either to move to the new contract or to remain on your current terms and conditions by signing the second copy of this letter and returning it to *[insert name and location]** within the next 21 days.

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

Yours sincerely

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

Please do not detach from the accompanying letter

Please complete the following, retain one copy and return the second copy to *[insert name and location]** within the next seven days.

I wish to move to the *[Specialty doctor] [Associate Specialist 2008]** contract with effect from [1 April 2008 (or specify later date)].

Signed.....

Date.....

or

I wish to remain on my current contract and Terms and Conditions:

Signed.....

Date.....