

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Redeployment

SAMPLE WORDING

[Initial Letter \(Work Performance and Capability\)](#)

Sent to employee from their Line Manager informing of Redeployment

[Stage 1 Letter \(Redundancy\)](#)

Eligibility to access Redeployment Policy and approved programme of Employee Outplacement Support

[Stage 1 Letter \(Work Performance and Capability\)](#)

Eligibility to access Redeployment Policy and approved programme of Employee Outplacement Support

[Redundancy Confirmation](#)

Sent by HR&OD confirming Redundancy

[Successful Employee](#)

Sent by Recruiting Manager if successful after Interview

[Unsuccessful Employee](#)

Sent by Recruiting Manager if unsuccessful after interview

[Stage 7 Letter](#)

Confirming end of employment if no suitable redeployment is found

FORMS

[Personal Profile](#)

To be completed by the employee and Line Manager

[Trial Period Review Form](#)

New Line Manager to complete weekly during the trial period

[Employee Redeployment Pack](#)



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FACT SHEETS

[Careers Scotland Contacts](#)

Contact information for careers Scotland

