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| **PRIVATE AND CONFIDENTIAL** | **Date**: **Ref**: **Telephone**: 0141 201 **Email**: @ggc.scot.nhs.uk |

Dear,

**SECONDMENT EXTENSION**

I write with reference to your secondment agreement dated **<<date>>** which detailed the terms of your secondment to the post of **<<post>>** which took effect from **<<date>>**.

In discussion and agreement with yourself, your host line manager and me, I write to confirm an extension to your secondment for a further period of <**<number>>** months to **<<date>>.**

All other terms and conditions detailed in your original secondment agreement remain unchanged.

If there are any matters relating to your secondment which you would like to discuss, please do not hesitate to contact me. In the meantime, I wish you continued success in your secondment.

Yours sincerely,

**SUBSTANTIVE MANAGER NAME**

**DESIGNATION**

cc. Host Manager

HRSAU