**RRP Record Form**

**Acknowledgement of Receipt of RRP Application Form**

**Contact:**

**Ref:**

**Direct Dial:**

**Direct Fax:**

**E-mail:**

**Date**

**Private & Confidential**

Dear [Insert Name]

**Re: Acknowledgement of receipt of RRP Application Form**

Further to your application for Recruitment and Retention premia to be applied to the post of Insert Post Title]. I can confirm that I have received your application and that it will be considered via the Trusts governance structure – namely the CLE and will be discussed with the staff side chair of the Trust Staff Council. The recommendation will then be considered and ratified by the Executive Team. I will update you in six weeks to update you on the progress of your application

Should you wish to discuss the content of this letter further, please do not hesitate to contact me by telephone on [Insert contact details].

Yours sincerely,

Care Group Director

Head of Service area