**Acknowledgement of receipt of RRP Application Form**

**Successful RRP Letter**

**Contact:**

**Ref:**

**Direct Dial:**

**Direct Fax:**

**E-mail:**

**Date**

**Private & Confidential**

Dear [Insert Name]

**Re: Recruitment and Retention Premia Award**

I am pleased to be able to inform you that your application to have a recruitment and retention

premia applied to the post of [Insert Post title], has been successful.

I have summarised the key information below:

RRP Term: [Insert Short Term or Long Term or Lump Sum]

RRP commences: [Insert Date] or [The RRP has been awarded as a retention payment and will therefore be paid

RRP review date: [Insert Date]

RRP Ends: [Insert Date]

RRP Value: £[Insert Value] per annum

I would be grateful if you could confirm, in writing, to me, the names of the staff to which this

application for RRP will apply. This will enable me to write to the staff individually to notify them of the premia.

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 or Head of Corporate Service area

Enc.: RRP Decision Form (Appendix 3)