**Successful RRP letter to staff**

**Contact:**

**Ref:**

**Direct Dial:**

**Direct Fax:**

**E-mail:**

**Date**

**Private & Confidential**

Dear

**Re: Recruitment and Retention Premia Award**

I am pleased to be able to inform you that a recruitment and retention premia has been applied to your post as [Insert Post Title].

The details of the award are listed below:

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

RRP commences: [Insert Date]

RRP review date: [Insert Date]

RRP Ends: [Insert Date]

RRP Value: £[Insert Value] per annum

You will begin to receive the Recruitment and Retention Premia in your [Insert Month] salary. Any back-pay that applies to this premia will be paid in your salary the following month.

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