**APPENDIX 4**

**Refusal of Secondment**

**PRIVATE AND CONFIDENTIAL**

(Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Postcode)

Dear (Name),

**Application for Secondment**

Following your request dated (*date of Secondment Application*) for a Secondment Arrangement to be considered, I am now writing to advise that, it is not possible to support your request for the following reasons:

I appreciate that you may be disappointed by this decision, however I hope you understand the reasons behind the decision.

Yours sincerely

Head of Servic