

## SECONDMENT LETTER

From: \_\_\_\_\_  
Name of Seconding Company / Employer: \_\_\_\_\_  
To: \_\_\_\_\_  
Name of Host Company / Client: \_\_\_\_\_  
Seconded Employee: \_\_\_\_\_  
Job Title / Role: \_\_\_\_\_  
Employee Work Location: \_\_\_\_\_

### 1. Introduction

This Secondment Letter ("Letter") is entered into by and between the Seconding Company and the Host Company. The Seconding Company agrees to second the Employee to the Host Company for the purposes and on the terms set forth herein. This Letter governs the terms of the Employee's temporary assignment and secondment to the Host Company.

### 2. Term of Secondment

The secondment shall commence on the date agreed by both parties and shall continue for the agreed period or until terminated in accordance with this Letter. No fixed dates are set in this Letter.

### 3. Duties and Reporting

The Employee shall perform the duties agreed between the Seconding Company and the Host Company and shall report to the designated representative of the Host Company. The Employee shall comply with all reasonable instructions and policies of the Host Company during the secondment.

### 4. Employment and Remuneration

The Employee will remain employed by the Seconding Company throughout the secondment period and will continue to receive remuneration, benefits, and other entitlements from the Seconding Company. The Host Company shall have no obligations to the Employee in respect of remuneration or benefits, unless otherwise agreed in writing.

### 5. Expenses and Costs

The Host Company agrees to reimburse the Seconding Company for any agreed expenses reasonably incurred by the Employee in the course of the secondment, subject to prior approval and submission of valid receipts.

### 6. Health and Safety

The Host Company shall ensure that the Employee is provided with a safe working environment and complies with all applicable health and safety laws and regulations. The Employee shall also comply with all health and safety policies of the Host Company.

### 7. Confidentiality

The Employee shall treat as confidential all information acquired during the secondment relating to the Host Company, its business, and affairs, and shall not disclose such information except as required by law or with prior written consent.

## **8. Intellectual Property**

All intellectual property rights created or developed by the Employee during the course of the secondment relating to the Host Company's business shall belong to the Host Company, unless otherwise agreed in writing.

## **9. Insurance**

The Seconding Company shall maintain appropriate insurance cover for the Employee during the secondment period. The Host Company shall have no liability for any claims arising from the employment relationship.

## **10. Termination**

Either party may terminate this Letter by giving reasonable notice to the other party. Termination shall be without prejudice to any rights or obligations accrued prior to termination.

## **11. Governing Law and Jurisdiction**

This Letter shall be governed by and construed in accordance with the laws of England and Wales. The parties agree to submit to the exclusive jurisdiction of the courts of England and Wales in relation to any dispute arising out of or in connection with this Letter.

## **12. Entire Agreement**

This Letter constitutes the entire agreement between the parties in relation to the secondment of the Employee and supersedes all prior agreements or understandings, whether written or oral.

## **13. Notices**

All notices under this Letter shall be in writing and delivered personally, sent by recorded delivery or registered post, or by email with confirmation of receipt, to the addresses of the parties set out in this Letter or such other address as may be notified in writing.

**SECONDING COMPANY AUTHORISED SIGNATORY    HOST COMPANY AUTHORISED SIGNATORY**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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