

Employer Notification

Instructions for Unit Commanders writing to the employer of a Reservist

The letter template which follows is for use when a Unit Commander writes to the employer of one of his or her Reservists.

It is vitally important that the same key points are included in all the letters sent by different Units and Services. There are many employers who employ members of the Volunteer Reserve Forces from different Units.

You must bear in mind that you are writing to a civilian employer who may have no knowledge of the Armed Forces. It is important that the tone of the letter reflects this and that military terminology is kept to a minimum.

The following information must be included in every letter:

- Your name and rank (in full)
- The name of your unit (in full)
- The address of your unit (if not clear from the letterhead)
- The name of the Reservist (using first name and surname, no rank)
- An explanation of the MoD Employer Notification policy.
- Reference to the Reservist's liability for mobilisation
- Reference to the safeguards for employers in case of mobilisation
- Reference to the Reservist's liability for training with your unit
- Reference to the SaBRE website (www.sabre.mod.uk)
- An offer of further information (give contact details for your Unit Employer Support Officer or Regimental Operation Support Officer)

You may also wish to include the following information:

- A brief description of the role of your unit
- A request for support for the Reservist and thanks in anticipation of that support

Your letter must be accompanied by “*An introduction to employing Reservists*” and an employer questionnaire (from your Regional SaBRE Campaign Director – see SaBRE website for contact details).

Letter Template

[Insert your Unit letterhead]

[Insert employer address]

[Insert date]

Dear [Insert employer first name & surname],

[Insert Reservist first name & surname]

May I take this opportunity to introduce myself? I am [your rank (not abbreviated), first name and surname] and I command [full name of unit without abbreviations] a [Territorial Army (TA) / Royal Naval Reserve (RNR) / Royal Marines Reserve (RMR) / Royal Auxiliary Air Force (RAuxAF)] unit which is part of the United Kingdom's Volunteer Reserve Armed Forces and is based in [location / throughout the UK].

You may already be aware that [Reservist first name & surname – no rank], who has given me your name as [his/her] employer, is a member of my unit of the [TA / RNR / RMR / RAuxAF]. In accordance with Ministry of Defence policy, Volunteer Reservists are required to tell their units who their employers are and units are required to make sure that the employers are aware of the Volunteer Reservists they are employing.

As [Reservist first name] may have discussed with you already, Volunteer Reservists have a liability to be mobilised when required by the Government for full time service in support of the Regular Armed Forces. Legislation provides safeguards for both Reservists and their employers at time of call out for mobilisation. These include measures to cater for those circumstances when absence from home or work would cause particular problems. Please find enclosed a booklet '*An introduction to employing Reservists*'.

Volunteer Reservists are also obliged to complete a certain amount of training during the year in their own time. I would be grateful for any assistance that you can provide in support of the completion of this training such as allowing [Reservist first name] some flexibility in aligning holiday arrangements with training periods. [Insert his/her specific training liabilities]. You can find more information on the training commitments and issues surrounding membership of the Volunteer Reserve Forces on the SaBRE (Supporting Britain's Reservists and Employers) website www.sabre.mod.uk.

I appreciate that you may already have some knowledge of the Volunteer Reserve Forces, particularly if you have other employees who are members. However, there may be specific concerns or issues you would like to discuss and there are a number of people who can help. In the first instance I would invite you to contact this unit's Employer Support Officer [ESO rank (not abbreviated), first name & surname], either by telephone on [ESO contact telephone numbers] or by writing to the above address. However, I am also happy to take any questions you may have.

I am sure you are more aware than I am, that in today's competitive market place organisations need employees who can communicate effectively, think on their feet, be willing to take decisions and operate as part of a team. It is well proven that the training undertaken by members of the Volunteer Reserve Forces develops just these skills as well as many others, which the Reservist can employ both for your benefit and for ours.

Finally, enclosed is a short questionnaire and I would be most grateful if you would arrange for it to be completed by the appropriate person and returned by post or fax as indicated.

In anticipation of your support of [Reservist first name] and [his/her] Reserve Forces commitment, I thank you for joining us in what I hope will be a profitable partnership.

[Hand write yours sincerely and signature]

[Insert your first name surname]

[Insert your rank in full, not abbreviated]

Sample Letter



3rd Battalion, The Brecon Rifles
Dunkirk TA Centre, High Street, Anytown AA21 7LP
Telephone 01222 369413 Fax 01222 369414

Mr J Clark
Branch Manager
Dragon Electrics
43 Long Road
SOMEWHERE
SS2 4BN

24 December 2007

Dear Mr Clark,

JUDITH THOMAS

May I take this opportunity to introduce myself? I am Lieutenant Colonel David North and I command 3rd Battalion of The Brecon Rifles a Territorial Army (TA) unit which is part of the United Kingdom's Volunteer Reserve Armed Forces and is based in Anytown.

You may already be aware that Judith Thomas, who has given me your name as her employer, is a member of my unit of the TA. In accordance with Ministry of Defence policy, Volunteer Reservists are required to tell their units who their employers are and units are required to make sure that the employers are aware of the Volunteer Reservists they are employing.

As Judith may have discussed with you already, Volunteer Reservists have a liability to be mobilised when required by the Government for full time service in support of the Regular Armed Forces. Legislation provides safeguards for both Reservists and their employers at time of call out for mobilisation. These include measures to cater for those circumstances when absence from home or work would cause particular problems. Please find enclosed a booklet '*An introduction to employing Reservists*'.

Volunteer Reservists are also obliged to complete a certain amount of training during the year in their own time. I would be grateful for any assistance that you can provide in support of the completion of this training such as allowing Judith some flexibility in aligning holiday arrangements with training periods. You can find more information on the training commitments and issues surrounding membership of the Volunteer Reserve Forces on the SaBRE (Supporting Britain's Reservists and Employers) website www.sabre.mod.uk.

I appreciate that you may already have some knowledge of the Volunteer Reserve Forces, particularly if you have other employees who are members. However, there may be specific concerns or issues you would like to discuss and there are a number of people who can help. In the first instance I would invite you to contact this unit's Employer Support Officer Captain John Smith, either by telephone on 01222 369456 or by writing to the above address. However, I am also happy to take any questions you may have.

I am sure you are more aware than I am, that in today's competitive market place organisations need employees who can communicate effectively, think on their feet, be willing to take decisions and operate as part of a team. It is well proven that the training undertaken by members of the Volunteer Reserve Forces develops just these skills as well as many others, which the Reservist can employ both for your benefit and for ours.

Finally, enclosed is a short questionnaire and I would be most grateful if you would arrange for it to be completed by the appropriate person and returned by post or fax as indicated.

In anticipation of your support of Judith and her Reserve Forces commitment I thank you for joining us in what I hope will be a profitable partnership.

Yours sincerely
David North

David North
Lieutenant Colonel