[*date*]

Dear [*name*]

**Contract No [insert contract number]**

**Novation**

Thank you for your letter dated [*insert date*] informing us of your request to become a [company limited by shares / qualifying body / other].

I am pleased to inform you that we have now reviewed the documents provided to us and confirm that we agree to novate your current contract to the [company limited by shares / qualifying body / other].

Please complete and return both copies of the [deed of novation/novation agreement] that has been enclosed. Once this has been received by us we will issue you with your new contract number. We will also issue your new contract documentation with a number of clauses that are specific to a [company limited by shares / qualifying body / other] and with the relevant Schedule 1 completed.

Yours sincerely

[*name*]

[*title*]

Enc.