**STRICTLY PRIVATE & CONFIDENTIAL**

[Recipient's name & address]

Dear <Title, Surname>,

**Agenda for Change Job Evaluation Outcome Notification**

I am writing to inform you of the outcome of the recent Agenda for Change (AFC) grading of your post and to confirm the pay band (grade).

**Job Title: [insert here]**

**Local job reference: [insert here]**

**Grade: AfC Pay Band [xx]**

The [job matching/job evaluation] panel, **consisting of two staff side and two management representatives,** considered the job information submitted and completed the grading process.

The attached [Matched Job/Evaluation] Report provides details of the factor levels awarded and job evaluation points that determine the grading for the post.

[Also enclosed is a copy of the National Profile which was used to match the job.]

**Review process information:**

Under the terms of the Board’s Job Evaluation process you may wish to request a review of the grading outcome. If so, this should be discussed with [line manager or HR].

Details of the review process are available [add details here] or from [line manager or other source].

<insert information on the informal process if this is applicable>

Please note that you will need to make a request for a review in writing, providing full details of the grounds for your request, within three months of receipt of this letter. No requests for a review will be accepted beyond this date.

All review documentation requires to be submitted to [details to be included here].

If you have any questions in relation to the process that has been followed these can be discussed with your line manager in the first instance.

Yours sincerely

**<First Name, Surname, job title>**