

Subject: Covering Duties Associated with Vacant Post

Dear [Manager's Name],

I am writing in relation to the vacant post in [team/department/service area] and any request that I take on duties or responsibilities associated with that post.

In line with the principle already agreed with management — *one person, one job* — I am not agreeable to taking on the role or functions of the vacant post unless management first engages with my union and reaches agreement on the priority tasks to be covered.

For clarity, I will continue to carry out the duties of my own post. However, I have been advised by my union not to take on additional duties linked to the vacant post in the absence of prior engagement and agreement with the union.

I would be grateful if any further discussion on this matter could take place through the appropriate union engagement process.

Kind regards,

[Member's Name]

You must cc your Fórsa representative on this email.