

Template letter to request regularisation

Dear

Subject: Regularisation of atypical workers

I have been employed by the University of Sheffield since *[start date of employment]* and have been advised that my current employment status is that of bank worker. I believe that I fulfil the employment criteria necessary for employee status - mutuality of obligation, control and personal service - and that I have been an employee since I commenced working at the university.

I am writing formally to request written reasons within 21 days advising me why I have been given the status of bank worker.

Yours sincerely,

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