To: [insert name of manager]

I am a TSSA member taking part in lawful industrial action relating to a legitimate trade dispute at TfL.

I am entitled to participate in lawful action without recrimination from my employer.

As part of the industrial action short of strike notice, TSSA has instructed members:

* Not to buddy or mentor agency staff within Customer Experience roles
* Not to work beyond their contractual hours. This includes all non-contractual overtime, refusing out of hours phone calls, taking full meal breaks at the correct time and VDU breaks from the computer.
* Not to volunteer for Travel Ambassador duties or any other duties outside their Job Description
* Not to participate in my personal Performance and Development Review process (including non-participation in My Journey)

I would be grateful if you would refrain from making further requests which conflict with the industrial action I am taking.

I realise that this action may cause you difficulties, and is not something that my Union or I embark upon lightly.

The industrial action will be called off if TfL negotiate a reasonable settlement to the ongoing dispute regarding Pay for Performance. I hope that you can use any influence you have to encourage the Leadership Team to engage with my TSSA in Representatives in a meaningful sense.

Regards

[insert name]