**Appendix 6: Specimen Letter - Confirmation of Suspension**

Name

Address

Date

Dear………………..

**Suspension from Duty**

I am writing to confirm the details of your meeting with me on [*date*]. In the presence of [*name & job title*], you were suspended from duty with immediate effect and until further notice. Your suspension is NOT a disciplinary sanction and will be reviewed on a monthly basis. Your suspension is pending the outcome of a full and thorough investigation of the alleged incident that:

* on [*date*] you …………………………………………….

You will be contacted separately regarding details of an investigation meeting where you will be asked to respond to the allegations being made against you. Once the investigation is complete a decision will then be made as to whether to refer this matter to a formal hearing in accordance with the CCG’s Disciplinary Policy and Procedure, a copy of which is enclosed, and you will be advised accordingly.

During your suspension you will receive normal pay. You must not contact any of the parties involved in the allegations, discuss the allegations with CCG staff, other than your representative, or enter CCG premises, other than for medical treatment for yourself or a member of your immediate family, without my prior approval, during the period of your suspension.

[Given that the issues under investigation relate to your clinical practice, you should not undertake clinical work with any other employer during the course of your suspension.]

You must remain contactable during normal working hours and should continue to follow the normal procedures in the event of absence or any application for annual leave.

You may consider it advisable in the meantime to consult a Trade Union Representative for advice. I enclose a second copy of this letter for your representative (*if you wish*).

If you have any queries with regard to your suspension or the subsequent process, please do not hesitate to contact [name of personnel rep] on [telephone number]. I appreciate that this may cause you some anxiety and would refer you to the confidential staff counselling service which can be contacted through Occupational Health on \* if you feel this would be beneficial.

Yours sincerely,

Manager

c.c.

Encs. Copy of letter

Disciplinary Policy and Procedure