*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing further to your suspension from work on full pay from *[insert date]* for the purpose of carrying out an investigation into allegations that have been made against you. This period of suspension was confirmed to you in the letter dated *[insert date of original suspension letter]*.

Your suspension has been reviewed on *[insert date]* to determine whether the period of suspension should continue or not.

*[Select from the paragraphs below and delete as appropriate]*

[EITHER]

As part of this review, you were contacted by telephone on *[insert date]* by *[insert name, job title]* to discuss your ongoing suspension.

*[OR]*

As part of this review, you were invited to attend a meeting on *[insert date]* with *[insert name, job title]* to discuss your ongoing suspension. You *[delete as applicable – did/did not]* attend this meeting *[delete as appropriate – with/without]* your representative.

*[Select from the paragraphs below and delete as appropriate]*

Following this review, I have reasonably concluded that your suspension on full pay should continue for the following reasons: *[insert reasons]*.

The terms of your suspension, as set out in the letter dated *[insert date of original suspension letter]*, continue to apply going forwards.

*[OR]*

Following this review, I have reasonably concluded that your suspension of full pay should not continue for the following reasons: *[insert reasons]*.

Therefore, you are required to return to work on *[insert date]*. On your return, please report to *[insert name, job title]* who will address any questions or concerns you have regarding your return to work.

For the avoidance of doubt, you will receive confirmation of whether you are required to attend a disciplinary hearing following the investigation that has taken place during your suspension. If a disciplinary hearing is scheduled, you will be provided with all relevant documentation prior to the hearing and you will be notified in writing of the time, date and venue.

If you have any questions about the contents of this letter, please do not hesitate to contact *[insert name]* on *[insert details]*.

Yours sincerely,

*[Insert name]*

*[Insert job title]*