**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME****ADDRESS1****ADDRESS2****ADDRESS3****POST CODE** | **Date: DATE****Ref No:** **Direct Line: Number****Email:****Contact: NAME** |

Dear **[name]**

**End of Suspension from Duty**

I write with reference to my letter dated **[date]** and the **[investigatory meeting or disciplinary hearing]** which took place on **[date]**. I can confirm that your suspension from duty ceased with effect from **[date]** due to **[Reason**, **e.g., investigation concluded without any requirement to proceed to a formal Disciplinary** **Hearing due to insufficient or no evidence to support allegations/** **investigation continuing but continued suspension not required]**.

I would be grateful if you could contact **[line manager name, job title and contact number]** to make suitable arrangements for your return to work by **[date]**. I must advise that if there are any delays with you contacting **[line manager name]** and resuming to duty as soon as practical then you may be placed on unauthorised unpaid leave.

In the meantime, if you have any questions please do not hesitate to contact me on **[phone number]**.

Yours sincerely

**[Managers Name]**

**[Job Title]**