**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]**

**Suspension from Duty – Temporary Lift (Sick Leave)**

Further to my letter dated **[add date]** I have been advised that you have submitted a Fit Note confirming that you are currently unfit for work. On this basis, your suspension from duty has been lifted. However, when you are authorised as fit to resume work by your General Practitioner you will automatically return to suspension unless the disciplinary process has concluded and you have been advised that your suspension has been lifted.

**[Add below if absence is related to disciplinary process only]**

A management referral to the Occupational Health department has been completed to assess your fitness to participate in the disciplinary process whilst on sick leave.

Your absence will be managed in accordance with NHS Greater Glasgow & Clyde Attendance Management Policy and I would appreciate if you could keep **[line manager]** up-dated on your progress and whether you will be submitting a further Fit Note.

The terms of your suspension remain the same as detailed in my letter dated **[add date].**

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

Yours sincerely

**[Managers Name]**

**[Job Title]**