**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 (Planned Leave)**

Further to your letter dated **[date]**, I have been advised that you have requested annual leave from **[date]** to **[date]**. I would like to confirm that your suspension will be lifted for this period and you will resume to suspension on **[date]**, unless the disciplinary process has concluded and you have been advised that your suspension has been lifted.

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]**