‘This letter must only be used in conjunction with advice from your Workforce Business Partner’

Date

STRICTLY PRIVATE & CONFIDENTIAL

Name

Address

Dear XXXXXX

Further to your meeting with xxxxxxxxxxxxxxxxxxxxxxxxxxxxx, I am writing to confirm that a decision has been made to exclude you from the workplace with immediate effect pending investigation.

The reason for the exclusion is xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx and we feel that given the current information we have, this may be incompatible with you remaining in work in your current role within Department.

During the period of exclusion you will remain on full pay. It is also expected that you will be available to attend meetings as required, and any periods of absence e.g. annual leave, must be requested prior to the absence through your manager, Name.

The exclusion will be for the minimum period of time necessary. (Ordinarily) i/If the period of exclusion lasts more than four weeks with no formal meeting or disciplinary allegations made and communicated in writing, you (would) have the right to appeal against the continuation of your exclusion. Such an appeal should be made in writing to name xxxxxxxxxxxxxxxxxxxxx (However at present this right will not apply, due to the nature of police involvement regarding this matter and we will keep you informed.

In order to ensure that you receive the correct support during your period of exclusion, xxxxxx will be your main point of contact and will act as a buddy for you for any questions or queries you may have. A key part of this role will be to maintain regular communication with you and he/she will discuss your needs with you directly.