Please quote: **REFERENCE**

(2 returns)

**SUBURB (IN CAPS) [2 SPACES] STATE (IN CAPS) [2 SPACES] POSTCODE**

(2 returns)

Dear

I have received [*a report/investigation report/a statement/information*] dated [*insert date*] [*prepared/provided*] by [*investigator/complainant/internal consultant/external consultant*] concerning allegations [*insert overview of allegation(s)*].

* [*insert allegation(s)*]

Section 189(1) of the *Public Service Act 2008* (PSA) provides that an employee may be suspended from duty if the chief executive reasonably believes that the employee is liable to discipline. In accordance with [insert description of delegation e.g. HR delegations of XX date] I have been delegated the functions of the chief executive for this matter.

On preliminary consideration of the material before me, I reasonably believe you are liable to discipline.

Until this matter is resolved, I have decided that you should not remain in your current workplace, as I hold concerns about [*the risk to customers / other employees / financial risk / public interest*]. I have considered all possible alternative duties to which you could be assigned in the meantime, including:

* xx
* xx
* xx

[*Reference why the above duties were found to be not suitable.*]

I have formed the view that no alternative duties are possible at this time because [*state reasons*].

Given the nature of the allegation(s), I have decided to suspend you from duty on normal remuneration, effective from the date you receive this letter.

Your suspension will take effect immediately on your receipt of this letter and will remain in place until [*insert end date of suspension*] unless otherwise determined. [*Insert all other details as required by PSA, section 192 for notice of suspension.*]

During your suspension you are entitled to normal remuneration, less any amount you have earned from alternative employment undertaken during your suspension. Alternative employment does not include employment you were engaged in at the time of the suspension and which was not in contravention of the PSA, Code of Conduct or a directive issued by the Public Service Commission.

Any deduction for alternative employment will not exceed your normal remuneration. You are required to advise XXXX if you engage in any alternative employment during your period of suspension.

You are directed to immediately return all equipment and materials belonging to [insert name of work unit/branch/department] to [insert name of manager/case manager] {specify how this is to occur – e.g. a meeting to be arranged}. During your suspension you are directed to not return to the [work unit/branch/department] or any other departmental site without obtaining permission from [*your manager/case manager*] on telephone number xxx.

To assist in protecting the integrity of this process, you are directed to not discuss this matter with your work colleagues or any person likely to have information relevant to the allegation(s) against you, other than your union, legal representative or support person. If, however, to assist you in your response, you wish to approach particular colleagues, please discuss this with your contact officer, [*XX*] to determine appropriate arrangements. You are further reminded that your obligations under the Code of Conduct continue to apply throughout and following the conclusion of this process.

As previously advised, the [*insert name of department’s employee assistance service*] is available to departmental employees. The service is a confidential counselling and support service and is available on [*insert telephone number*]. You may also wish to seek advice and assistance from your union.

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

Yours sincerely

Decision Maker

**[Address Block]**