Please quote: **REFERENCE**

(2 returns)

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

(2 returns)

Dear

I refer to my letter dated (*insert date of show cause on suspension letter*) in which I invited you to say why you should not be suspended from duty without remuneration in relation to the following allegations:

* [*insert allegation(s)*]

I have carefully considered the material before me, including your response received [*insert date received*]. I note in particular [*insert summary of relevant response information and the delegate’s response to same*].

In accordance with section 189(1) of the *Public Service Act 2008* (PSA) I have decided to suspend you from duty without remuneration because on preliminary consideration of the material, I reasonably believe you are liable to discipline.

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. During your suspension you are not entitled to normal remuneration. (*Insert all details as required by PSA, section 192 for notice of suspension.*]

If you believe that my decision is unfair and unreasonable, you may lodge a fair treatment appeal under the public service appeal provisions of the *Public Service Act 2008* within 21 calendar days of your receipt of this decision. The QIRC Industrial Registry will be able to assist you with further information about public service appeal procedures ([www.qirc.qld.gov.au](http://www.qirc.qld.gov.au); Tel: 1300592987 or 32278060)

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.

As previously advised, 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]**