Please quote: **REFERENCE**

(2 returns)

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

(2 returns)

Dear

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

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, given the risk [to the safety of customers / other employees / significance of financial risk / public interest], I have decided that you should not remain in your current workplace. I have considered all possible alternative duties to which you could be assigned in the meantime, including:

• 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 am considering suspending you without remuneration. I invite you to respond in writing why you should not be suspended from duty without remuneration. Your response should provide any information or explanation that you believe could be relevant. I will not make a decision about suspension without remuneration until you have had the opportunity to respond.

You are required to provide your response marked ‘Private and Confidential’ to me within seven (7) days from the date of receipt of this letter. If no response is received within this time, I will make a decision about your suspension under section 189(1) of the PSA based on the material I currently have.

Please be aware that matters which are the subject of this process are to remain confidential. This will safeguard the integrity of the process. Consequently, 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 the disciplinary process.

Please be advised that 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]