

<<insert name>> [overhead or insert address]

<<insert rec  
<<address>>  
<<address>>  
<<post code>>

<<insert date>>

Dear <<insert name>>

<<insert name>> from working with children

I am writing to you in consequence of our meeting held on <<insert date>> regarding your disqualification from working with children.

During the meeting, I explained the reasons for your disqualification, which were: <<state reasons>>.

The Company's primary concern is ensuring the safety and wellbeing of the children in our care. As we are a registered provider, the Company is legally required to act appropriately. You have been disqualified from working with children.

We have given you the opportunity to appeal to the available options and, in particular, if:

1. You would not be able to perform your current role of <<state job title>> in the Company [or you would not be able to perform the duties of <<state>>]. Our conclusion was that this was due to <<state reason>>.

2. You could not perform the role within the Company. However, this is not possible because of <<state reason>>.

Unfortunately, we have decided to terminate your employment with effect from <<insert date>> on the basis of 'some other substantial reason'.

You are entitled to <<state notice>> (e.g., one month's) notice, which you are not required to work. In addition, you will receive a payment in lieu of accrued holiday pay.

Your P45 will be issued in the due course.

You have the right to appeal the termination of your employment. If you wish to do so, you must do so within <<state time period>>, giving notice to <<insert name and position>>.

Please do not contact <<insert name and position>> at <<insert contact details>> if you wish to appeal.

Yours sincerely

<<insert name>>  
For and on behalf of <<insert company name>>