

S

[overhead or insert address]

<<insert recipient name>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert name>>

A

<<insert name and position>> 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>>

M

The Company is committed to ensuring the safety and wellbeing of the children in our care. As we are a regulated provider, the Company is legally required to act appropriately in these circumstances. 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 be able to demonstrate that your current role of <<state job title>> in the Company [<<state>>] would not be a breach of the disqualification <<state reason>>.

2. You could demonstrate that you would be able to fulfil the role within the Company. However, this is not possible because of the disqualification <<state reason>>.

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

Your P45 will be issued in the normal 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 in writing to <<insert name and position>>.

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

Yours sincerely,

L

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

E