 Date

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

Address Line 1

Address Line 2

Address Line 3

**Send to email (if applicable):**

Dear,

**Professional Registration Lapse**

Further to our meeting held on xxx, I write to confirm the outcome of our discussions.

I referred you to our correspondence dated xxx [refer to the first letter setting out the requirements to reinstate registration] and explained that your registration remains lapsed.

I asked you to explain the circumstances for your failure to reinstate your registration within the set timeframe and summarise the key points below;

Add here the employee’s version of events

You were reminded that failure to maintain your Professional Registration is a breach of your terms and conditions of employment with the Trust and I have given due consideration to your explanation and evidence relating to this matter.

I advised you that my decision is to issue you with a First Written Warning as described in the Disciplinary Procedure. This warning will stay on your file for 12-month period and any further incidents of misconduct during this period may result in further disciplinary action being taken. After expiry of this warning this letter will remain on your personal file but will be considered spent.

We agreed the following requirements to reinstate your registration;

Set out steps agreed to reinstate registration.

Based on the above, it is my expectation that your registration will be reinstated by no later than xxx. You are advised that should you fail to reinstate your registration within this timeframe, without a justified reason will result in further formal disciplinary action being taken. You are therefore strongly encouraged to take prompt action to address this matter at the earliest opportunity.

You have the right to appeal this decision. Should you wish to appeal you must set out in writing your reasons for appealing within 14 calendar days from the date of this letter and email to: [hrappeals@uhb.nhs.uk](mailto:hrappeals@uhb.nhs.uk).

You were encouraged that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email [StaffCounselling.Services@uhb.nhs.uk](mailto:StaffCounselling.Services@uhb.nhs.uk) . In addition to this, you can also access the staff wellbeing page from home by typing “UHB Wellbeing” into Google search.

You may speak in confidence with the Freedom to Speak up Guardian or Confidential Contacts who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or telephone on 0121 371 7221.

Finally, I would like to thank you for your honesty during this process, and your clear willingness to move forward from this in a positive way. If you have any questions or queries in respect of the content of this letter please contact me on NUMBER

Yours sincerely

**Line Manager**

cc Personal File

HR Representative