# LETTER FOR MANAGER TO SEND TO EMPLOYEE RE: MEDICAL SUSPENSION

Dear (Name)

**Re – Medical Suspension**

I refer to our meeting on (**insert date**) with you, (**representative** if applicable), and myself at (**location**).

The meeting was to discuss your fitness to return to work and a risk assessment that was produced following your recent period of sickness absence. The risk assessment highlighted the significant risk to yourself, colleagues at the (**location**) if you were to return to work.

In view of this, I informed you that we could not accept you back at work until you had been seen by our Occupational Health Provider. You were advised that you would not be able to attend work until the outcome of this appointment with Occupational Health is known.

The purpose of this letter is to advise you formally of your medical suspension from duty, which will be on full pay, pending the outcome of your appointment with Occupational Health. The effective date of this suspension is (**date**). We are suspending you in the interests of Health and Safety and exercising responsibilities in terms of our “duty of care” to both yourself and your colleagues. If, following this medical referral to Occupational Health, it is found that you are fit to resume your duties the medical suspension will be lifted.

Once I have received Occupational Health advice as to your fitness to work, I will contact you again and a meeting will be arranged to discuss the way forward. You should not return to your work duties until you have been formally advised in writing to do so.

During this medical suspension should you receive a Fit Note your suspension from work will cease and you will be recorded as absence from work due to sickness.

If you feel you would like to speak to an independent person in respect of this or other matters the County Council offers a confidential Employee Support and Counselling Service who can be contacted by telephone on 55440 (internal), 01522 555440 (external) or by e-mail to [emp.supportandcounselling@lincolnshire.gov.uk](mailto:emp.supportandcounselling@lincolnshire.gov.uk).

In the meantime, should you require any further information and/or clarification please do not hesitate to contact me (**contact number**).

Yours sincerely

Line Manager

Updated May 2016