Stand-down Letter

<Date>

<Salutation> <FirstName> <Surname>

Dear <FirstName>

**RE: NOTICE OF STAND DOWN**

This letter confirms our discussions that you are being stood down <on pay or without pay> pending further investigations into your <performance or conduct>. As discussed we believe Stand-down is necessary because <outline reasons>

You must not attend work until further notice but you are required to be available to answer questions or attend a further meeting if so required by the Council.

A copy of this letter is being sent to your representative.

Yours faithfully

<Managers Name>

<Title>