 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 – First Breach**

I refer to our meeting held on DATE which had been arranged following notification that your professional registration with the (NMC/HCPC/ GMC/GDC…) had expired on DATE and had not been renewed.

In accordance with the Trust’s Professional Registration policy, you were suspended without pay and I notified you in writing of this and that the suspension would remain in place until confirmation has been received that your registration has been renewed.

As we also discussed, failure to maintain your Professional Registration is a breach of your terms and conditions of employment with the Trust and I provided you with a copy of the document “Addendum to Disciplinary Procedure and to the Professional/Statutory Registration Policy and Procedures for Monitoring Registered Staff”

You advised of the circumstances which led to the lapse in your professional registration, and I summarise the key points as follows.

[summarise employee’s statement, including any evidence put forward].

Based on the above we agreed the following requirements.

1. If not already, you must contact your professional registration body at the earliest opportunity and establish what actions you need to take to reinstate your professional registration.
2. You must keep me up to date with the outcome of any discussions with your professional registration body
3. We have agreed that a reasonable timeframe for your registration to be reinstated would be [ please state a deadline subject to the reason why the lapse has occurred].
4. You must inform me at the earliest opportunity when your registration has been reinstated and provide evidence

You were advised that failure to comply with the above requirements within the agreed timeframe, without a justified reason will result in formal disciplinary action being taken in accordance with the Trust’s Addendum to Disciplinary Procedure and to the Professional/ Statutory Registration Policy and Procedures for Monitoring Registered Staff.

I explained to you 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. In addition to this, you can also access the staff wellbeing page from home by typing “UHB Wellbeing” into Google search.

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