**Letter** **to suspend disciplinary procedure due to furlough**

**HR notes**:

* This letter can be used to notify your intention to suspend disciplinary procedure due to furlough.
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Send or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

**[Company address]**

20 April 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

I write further to our discussion on **[insert date]** during which we spoke about the impact of your temporary designation as a furloughed worker on the disciplinary procedure which is ongoing.

As you know, we **[insert details of where the disciplinary procedure was up to e.g. sent you a letter on insert date]** to invite you to attend a disciplinary hearing on **[insert date]** /we held a disciplinary hearing on **[insert date]** to address the following matter(s):

**[insert details using bullets from the hearing invite letter]**

However, it was then necessary for us to agree with you temporary designation as a furloughed worker in accordance with the Job Retention Scheme, confirmation of which was set out in our letter to you of **[insert date].**

As you will understand, it is impossible for us to continue with the disciplinary procedure while you are furloughed. The procedure has, therefore, been suspended.

It is important that you realise that the disciplinary procedure has not concluded and it is our intention to resume the procedure when your period of furlough has ended.

If you have any queries regarding the contents of this letter, please do not hesitate to contact me on **[insert details].**

Yours sincerely,

**[Insert name]**

**[Insert job title]**