***This draft is an example template. Contact the HR Helpline for advice on adapting and issuing this letter in a particular case.***

**LETTER SUSPENDING PREGNANT EMPLOYEE ON**

**HEALTH AND SAFETY GROUNDS**

Dear [NAME]

**Suspension on health and safety grounds**

I refer to our recent meeting at which we discussed the recent risk assessment we carried out on your job following the notification of your pregnancy.

During the meeting we failed to identify any satisfactory actions we could take to reduce the risk of harm to you, from your usual duties, during the remainder of your pregnancy. We were also unable to identify any other suitable roles for you to perform while you are pregnant.

I am therefore writing to confirm my decision that, in order for us to maintain a safe workplace on your behalf, we are required to place you on paid suspension from work with immediate effect. The suspension will last for as long as is necessary to protect your health and safety and that of your child. This is likely to be until you commence maternity leave. However, we will regularly monitor the situation.

I may also ask that you supply updated reports from your doctor so that we have the most up-to-date information on your condition. If your doctor certifies that you are able to return to work before your maternity leave commences, we may ask that you return to your duties.

Please can you confirm your understanding of our obligations and your agreement to remain on paid suspension until further notice by signing a copy of this letter and returning it to me at the address above.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely,

[NAME]

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[NAME OF EMPLOYEE]

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DATE