Dear

**Conversion of sickness absence to suspension from duty**

I refer to my letter dated <> converting your suspension from duty to a period of sickness absence. I note that your GP has now provided a fit note and you are due to return to work on <date>. I write to advise that your precautionary suspension will be reinstated effective from <date>.

The investigation will continue and the terms of suspension as set out previously will remain in place.

Please contact me if you have any queries on the above.

Yours sincerely

**NAME OF INVESTIGATING OFFICER**