Dear

I write to you following our meeting where you advised that your SSSC registration has lapsed.

As you are aware, it is your responsibility to ensure you maintain your professional registration, and failure to do so is treated very seriously by the Council.

It is expected that you register with the SSSC as quickly as possible. I will meet with you on a regular basis to review the progress of this and will ask you to provide evidence of the progress of your application. Failure to either: meet with me; provide this information; or the extension of this situation beyond a reasonable period of time; will be viewed as misconduct by the Council and could lead to the Managing Disciplinary Policy being invoked.

For the duration of the period during which you do not have registration with the SSSC you will be unable to meet your contractual responsibilities of being safe to carry out regulated work. As such, you will be moved to alternative duties. [insert detail of what this is and where this will be].

I trust this clarifies what will happen until you have successfully re-registered with the SSSC. If you need clarity on this please contact me to discuss this further.

Yours sincerely