

(Please delete logo if printing on official Gov letterhead).

Contact person:

(07)

*(Please ensure this letter is date stamped once signed)*

Mr/Mrs/Ms <Fullname>

<Address>

<Suburb> QLD 4<Post code>

Dear Mr/Mrs/Ms <Surname>

I understand that you have been receiving support from the <Region> and <workplace/school> to safely return to meaningful work, as part of a workplace rehabilitation program. The Department has a duty of care to ensure the health and safety of all employees, students and other persons in its workplaces under the *Workplace Health and Safety Act 1995*. To ensure the Department meets this obligation, I have decided to cease your workplace rehabilitation program, in accordance with the Department of Education, Training and Employment’s Workplace Rehabilitation Procedures.

I have made this decision based on your not complying with your obligation under the Department’s Workplace Rehabilitation Procedures to “participate in rehabilitation by…ceasing any task that adversely affects health”. Specifically: ***<Insert here the reasons for ceasing the workplace rehabilitation program, eg. the employee was not complying with a recommended treatment program, not regularly taking prescribed medication in the prescribed dosage, not complying with medical restrictions regarding their capacity to work or fitness to operate a vehicle, not complying with the details of the return to work plan approved by their treating doctor, not complying with the Code of Conduct in their interactions with staff and students at work, etc….>***

In accordance with the principles of natural justice, I am providing you with an opportunity to respond to my decision. Accordingly, you are invited to attend a meeting **<insert details of meeting date, time and location>**, during which we can discuss your circumstances and determine an appropriate course of action.

If you have any questions in relation to this correspondence, please contact <Insert Contact Name> on telephone (07)<Insert phone number>.

Yours sincerely

<Insert HR Manager's Name>

**Regional Human Resources Manager****/Institute Director**

**<Insert Name of Region>**