

LETTER 4-REMOVAL OF CONTROL MEASURES

Use the letterhead appropriate to your business area. Do not include your telephone number. Always include a reference number

Dear

I wrote to you some time ago to inform you that it had been noted on our records that you posed a potential threat to staff. You may remember that we were originally required to take this course of action under Health and Safety Legislation, which states that we must take action to eliminate or reduce any risks to staff.

I am pleased to be able to inform you that your case has been reviewed and it has been decided that the control measures are not required. The marker has now been removed from your records.

I can confirm that anybody previously notified that we had taken this action, i.e. any other organisations that you were known to have contact with have now also been notified that control measures are not required.

Include detail around the removal of control measures

If you wish to contact me in relation to this matter, please do so in writing to the postal address above, quoting the reference at the top of the letter. We will not accept any enquiries made by telephone or Email.

Yours sincerely

Do not sign the letter

Manager

Include the relevant business area