Sample letter to a suspended individual   
for use by sports organisations

Introduction

To be used when notifying an individual of their temporary   
suspension pending investigation of allegations made against them.

You may wish to consider copying all or some elements of this sample text to a document styled with your own letterhead (including logo, address and contact details).

Text in blue needs only replacing once. Text in orange is specific to each case.

[date]

Dear [name],

I am writing to inform you that we have been made aware of a serious allegation of [insert a short description of allegation] made against yourself.

[name of organisation] has reviewed the information that has been made available to us and has made the decision to place a temporary suspension on your membership in line with [name of organisation]’s safeguarding and disciplinary policies.

This temporary suspension prevents you from working or volunteering at [name of organisation] in any capacity. For the avoidance of doubt, this includes:

* undertaking any activity linked to [name of organisation]
* coaching, refereeing, officiating, administering or volunteering in any capacity

[any other specific examples for your organisation]

Upon receipt of this letter, you are required to:

* [include any specific practical information here. For example, handing over memberships cards, advising of current commitments that need cancelling]

Please respond acknowledging receipt of this letter within [number of days] days to [insert contact details, if different].

This temporary suspension is without any prejudice and will be reviewed on a regular basis.

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

Further contact will be made in due course.

Yours sincerely,

[your name]

[your role]

# Your wellbeing

We appreciate that the news of a temporary suspension might be upsetting and that [name of sport] may be a big part of your life, which has currently been put on hold.

If you do find yourself struggling during this difficult time, please do speak to someone – a family member, trusted friend, your GP – or seek support from organisations such as:

* Samaritans – tel: 116 123 – [samaritans.org](https://www.samaritans.org/)
* Mind – tel: 0300 123 3393 – [mind.org.uk](https://www.mind.org.uk/)