Template 20 - Suspension of Employment (Loss of Driver’s Authority/Licence)

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

A recent check of the <<company name>> database has revealed that you no longer hold a current NSW Driver’s Licence/Authority (DA).

As you are aware, in NSW a driver is not permitted to drive a bus without a current DA/Licence. As your holding a DA/Licence is a fundamental requirement of this position, we have no alternative but to suspend your employment without pay until such time as your DA/Licence is reinstated.

Should you have any queries in relation to the above, please do not hesitate to contact me on << Insert Contact details>>

Yours sincerely

<<Name and signature of Senior Manager>>