Annex 2

Template Notification Letter

*[This letter should be used where the GMS contract is held by two individuals working in partnership and the surviving partner is a medical practitioner.]*

[*insert date*]

Dear [*name*]

Contract details - [insert name of contract]

Thank you for your recent letter informing us of the death of your partner [*insert name*]. I would like to express the condolences of our staff.

I can confirm that we are satisfied that you meet the conditions to hold a GMS contract and, therefore, the contract will continue with you.

I have attached two copies of a variation document which I would be grateful if you could sign and return, after which we will sign and return a copy for you to retain for your records.

Yours sincerely

[*name*]

[*title*]