Annex 3

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 not a medical practitioner but the Commissioner and the surviving partner have reached an agreement to enable the provision of clinical services to continue under the contract.]*

[*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 have reached an agreement to enable the provision of clinical services to continue under the contract.

I confirm that we have agreed that you will employ or engage a general medical practitioner for the interim period to assist in the provision of clinical services under the contract.

We have agreed that the contract will continue on the following terms:

* *[insert the terms upon which the contract will continue];*

We have agreed that the contract will continue until *(insert date which must not exceed six months].*

*[We have agreed that we will provide the following support to enable clinical services under the contract to continue during this period:*

* *insert details of the support, if any, which the Commissioner is to provide].*

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*]