Annex 5

Template Notification Letter

*[This letter should be used where the GMS contract is held by two or more individuals working in partnership, the partnership has dissolved and the contractor has nominated one of the former partners, who is a medical practitioner, to continue 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.

We note from your letter that you propose to change the status of the contractor under the contract from that of partnership to that of an individual medical practitioner from [*insert date*]. You have nominated one of the former partners, [*insert name*], to be the general medical practitioner with whom the contract will continue.

I can confirm that we are satisfied that [*insert the nominated partner's name*] meets the conditions to hold a GMS contract and, therefore, the contract will continue from [*insert date*].

I have attached two copies of a variation document which I would be grateful if you could return after being signed by all remaining partners who were signatories to the contract. We will then sign the document and return a copy for you to retain for your records.

Yours sincerely

[*name*]

[*title*]