**Annex 8**

**Template contract sanction notice**

*[This Annex is provided as a template only and appropriate advice and support should be sought prior to issuing such a notice]*

Dear [*Name*]

Notice of Sanction

Further to our recent communications and discussion on the [*insert date(s)*], we consider that we are entitled to serve notice to terminate your [*GMS/PMS/APMS*] [*contract/agreement*] dated [*insert* *start* *date* *of* *contract*] (the "Contract") on the following grounds:

[I*nsert bullet points setting out the breach details and referencing clause numbers from contract*]

[*Insert details of any evidence relied upon in reaching this decision*]

[*Insert full details of all previous Remedial Notices and/or Breach Notices issued and subsequent actions taken and outcomes*]

Instead of serving notice to terminate the Contract, we have decided to impose a contract sanction. We are reasonably satisfied that the contract sanction to be imposed is appropriate and proportionate to the circumstances giving rise to our entitlement to terminate the Contract.

The details of the sanction are:

[*Insert details of the nature of the sanction to be applied]*

*[If monies are to be withheld or deducted, this Contract Sanction Notice must set out how this has been calculated and the duration of any such withholding or deduction]*

*[If services are to be terminated, this Contract Sanction Notice must set out which services are terminated and from what date]*

*[If specified reciprocal obligations under the contract are to be suspended, this Contract Sanction Notice must set out the period of that suspension and its end date]*

*[An explanation of the effect of the imposition of the contract sanction must always be set out]*

The sanction(s) above will be imposed on [*insert date*].

*[Where there is more than one Contract Sanction imposed, ensure the Contract Sanction Notice makes clear when each Contract Sanction is imposed]*

If you do not agree with our decision to issue this Sanction Notice, you should contact us within 28 days of this notice. If, after making every reasonable effort, we are unable to resolve the dispute, you may wish to refer the matter to the NHS dispute resolution procedure by sending a written request to:

Postal address: NHS Resolution, Primary Care Appeals

8th Floor, 10 South Colonnade, Canary Wharf, London, E14 4PU

Email: [nhsr.appeals@nhs.net](mailto:nhsr.appeals@nhs.net)

You do, of course, retain the right to seek support from your representative or defence body or Local Medical Committee.

Yours sincerely

[*Name]*

*[Job title, etc*]