Annex 2

Template remedial 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*]

Remedial Notice

Following our recent communications and discussion on the [*insert date(s)*], we hereby serve notice that we consider that you are in breach of your [*GMS/PMS/APMS*] [*contract/agreement*] dated [*insert* *start* *date* *of* *contract*] (the "Contract").

We consider that you have breached clause [*insert relevant clause*] of the Contract. This states:

"[*insert wording of clause*]"

We consider that you have breached this clause because [*insert details of the breach and any evidence relied upon in reaching this decision*]

We require you to remedy this breach by taking the following steps:

* [*insert details of action required – these are the steps that the contractor must take to rectify the breach]*

In order to remedy this breach this action must be completed to our satisfaction on or before [*insert date*]. *[If more than one action is listed, the remediation period for each should be clear]*

Your progress in taking the required action will be reviewed at a further meeting on the [*insert* *date*] to be held at [*insert* *venue* *details*].

If you fail to comply with this Remedial Notice, repeat this breach or otherwise breach the Contract resulting in a further Remedial Notice or Breach Notice, we may take steps to terminate your Contract or consider the imposition of a Contract Sanction.

If you do not agree with our decision to issue this Remedial 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*]