[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Notice to Remove Person – Clause 26**

Under Clause 26 Control of Contractor's Employees and Subcontractors, of the *General Conditions of Contract* regarding the control of your Employees and Subcontractors.

You are hereby notified that I am of the opinion [Insert name] is [Delete before sending. Delete as appropriate] guilty of misconduct because [Insert reasons].

**OR:**

is incompetent because [Insert reasons].

**OR:**

has been negligent because [Insert reasons].

Under Clause 26, I direct you to remove this person from the Site and not to employ this person again either on Site or with activities connected to the work under the Contract without my prior written approval.

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]