

Confidential

Mrs Suzanne Palmer
Subpostmistress
Post Office® The Grange branch
105 London Road
Rayleigh
Essex
SS6 9AX

08 March 2006

Dear Mrs Palmer

Suspension of Contract for services

I wrote to you on 3rd February 2006 confirming the suspension of your contract for services as subpostmaster of Post Office®, branch.

I have now received the necessary papers relating to this case and, after reviewing them, I am now considering the summary termination of your contract for services on the grounds of using Post Office Ltd funds for private purposes in contravention of your Contract for Services Section 12.3 and not completing accounts in a form prescribed by Post Office Ltd in contravention of your Contract for Services Section 12.4. This is in accordance with Section 1, paragraph 10, of your Contract For Services, which provides that the Agreement may be determined at any time in case of breach of conditions by you, or non-performance of your obligations or non-provision of Post Office Services.

I would now like to give you the opportunity to put forward any reasons why I should not pursue this course of action. You can do this by requesting a personal interview or submitting a response to the charge(s). In either case you should inform me of your intentions, in writing, by

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a Post Office employee, a registered Sub Office Assistant or a Subpostmaster, who may also be a representative of the

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National Federation of Subpostmasters. You also have the right to request and receive all information relating to the aforementioned charge.

Yours sincerely

GRO

Alan Lusher
Contracts and Service Manager
Post Office Ltd
1 King Street
Maidstone
ME14 1BP

To:

Contracts and Service Manager

- *I wish to attend for interview
- *I wish to submit written representation
- * **Delete as appropriate**

Signed: _____

Date: _____