

The Markets Crown Office
6-16 New York Street
Leeds
LS2 7DZ

Mrs. A. Henderson
Worstead Post Office



Strictly Confidential
22 February 2010

Dear Mrs. Henderson

My colleague, Sue Muddeman wrote to you on 10 February 2010 confirming the suspension of your contract for services as subpostmaster of Worstead Post Office® branch. She has passed the matter to me to deal with.

I have now received the necessary papers relating to this case and, after reviewing them, I should advise you that I will have to consider the summary termination of your Contract for Services on the grounds that you have used Post Office funds for private purposes and falsified the Post Office accounts to conceal the deficiency. The amount involved has been reported as £11,957.78. This is in accordance with 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.

Before I reach any decision about the future of your contract for services, I would like to give you the opportunity to put forward your version of events relating to the above charge. You can do this by attending the prearranged interview on Wednesday 03 March 2010 at 10:00 a.m. at Norwich Mail Centre or submitting a written response to the charges. In either case you should inform me of your intentions, in writing, by 01 March 2010. You also have the right to request and receive all information relating to the aforementioned charge.

If you choose to attend the interview, it will be recorded in order that an accurate record of the discussion can be made. A copy of this recording will be offered to you after the interview.

If you wish to put forward a written representation this should reach me by 03 March 2010.

Please note that if that you decline this opportunity to present your case, or fail to advise me of your intentions within the above stated timescales, I shall have to reach my decision about the future of your Contract for Services on the basis of the evidence available to me.

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a Royal Mail employee, a registered Sub Office Assistant or a Subpostmaster, who may also be a representative of the National Federation of Subpostmasters.

Yours sincerely,

Alan Lusher
Agent Contract Manager
Post Office Ltd

To: Alan Lusher
Agent Contract Manager

From: Mrs. A. Henderson, Subpostmaster, Worstead Post Office ® branch

*I will attend for interview on 03 March 2010 at Norwich Mail Centre and will be accompanied by _____

*I will be submitting a written representation by 03 March 2010

*I do not wish to attend for interview or submit a written representation

** Delete as appropriate*

Signed: _____

Date: _____