

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Immediate Suspension

Dear [Employee Name],

This letter serves as formal notification that you are being placed on suspension, effective immediately, pending a formal investigation into allegations of intentional leakage of company data.

Management has received evidence suggesting that you intentionally unauthorized the disclosure of sensitive company information to [External Party/Public Domain] on [Insert Date]. This action constitutes a serious breach of your employment contract, the company's Confidentiality Agreement, and our Data Security Policy.

Terms of Suspension:

- The suspension is [Paid/Unpaid] pending the outcome of the investigation.
- Your access to all company systems, emails, and physical premises is revoked effective immediately.
- You are required to return all company-owned devices (laptop, mobile phone, storage drives) by [Insert Time/Date].
- You are instructed not to contact any company clients, vendors, or colleagues regarding this matter during the investigation period.

An investigation meeting has been scheduled for [Date] at [Time] via [Location/Meeting Link]. You have the right to be accompanied by a representative or legal counsel during this meeting.

Please note that intentional data leakage is considered gross misconduct. If the allegations are substantiated, it may result in summary dismissal and potential legal action to recover damages.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice of suspension.

Signature: _____ Date: _____