

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Suspension Pending Investigation

Dear **[Employee Name]**,

This letter is to formally notify you that you are being placed on suspension, effective **[Start Date/Time]**, pending a formal investigation into allegations regarding **[briefly state nature of incident, e.g., alleged misconduct/breach of policy/safety violation]**.

Please be advised that this suspension is not a disciplinary action, nor does it imply that any conclusions have been reached. It is a neutral act intended to allow the company to conduct a thorough and fair investigation into the matter.

The terms of your suspension are as follows:

- This suspension is **[with pay / without pay]**.
- You are prohibited from entering company premises or accessing company systems and networks without prior written authorization.
- You are requested not to discuss this matter with any colleagues, clients, or vendors to ensure the integrity of the investigation.
- You must remain available to participate in investigative interviews as requested by **[Name of Investigator or HR Manager]**.

We expect the investigation to be completed by **[Expected Date]**, at which point we will contact you to discuss the findings and next steps. If the investigation requires more time, you will be notified accordingly.

If you have any questions regarding this process, please contact **[Contact Name/HR Department]** at **[Phone Number/Email]**.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]