

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notification of Paid Suspension Pending Investigation

Dear [Employee Name],

This letter is to formally notify you that you are being placed on administrative suspension with full pay, effective immediately, pending an internal investigation into the following matter:
[Insert brief description of the allegation or incident].

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

During the period of your suspension, the following conditions apply:

- You will continue to receive your regular salary and benefits.
- You are not required to report to work and must not perform any work-related duties.
- Your access to company systems, email, and premises is temporarily suspended.
- You are requested to remain available during normal working hours to assist with the investigation or to attend interviews if required.
- You are instructed not to contact any company employees, clients, or vendors regarding this matter, as this could be perceived as interfering with the investigation.

We expect the investigation to be completed by [Date]. We will notify you as soon as the process is finalized regarding the next steps.

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

Sincerely,

[Your Signature]
[Your Name]
[Your Title]