

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notification of Unpaid Suspension Pending Investigation

Dear [Employee Name],

This letter serves as formal notification that you are being placed on an unpaid suspension from your position as [Job Title], effective [Start Date].

This suspension is pending a formal investigation into the following allegations: [Briefly describe the incident or behavior, e.g., alleged gross misconduct, violation of safety protocols, or financial irregularities].

The decision to suspend without pay is based on [cite specific company policy or employment contract clause]. Please note that this suspension is a neutral act intended to allow the company to conduct a thorough and fair investigation; it does not constitute a final disciplinary decision.

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

- You are not permitted to perform any work duties or represent the company in any capacity.
- You must not access company premises without prior written authorization.
- You must not contact company clients, vendors, or colleagues regarding this matter, except as authorized for the purpose of gathering evidence for your defense.
- You are required to remain available to participate in investigative interviews as requested.

We anticipate the investigation will be completed by [Estimated Date]. Following the conclusion of the investigation, you will be invited to a meeting to discuss the findings and determine the next steps, which may include reinstatement, further disciplinary action, or termination of employment.

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

Yours sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]