

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Suspension Pending Investigation

Dear [Employee Name],

This letter is to formally notify you that you are being placed on suspension, effective [Start Date], pending an internal investigation into allegations of workplace misconduct. Specifically, the investigation concerns: [Briefly describe the nature of the alleged misconduct].

This suspension is a neutral act and does not imply that any decision has been made regarding the validity of the allegations. The purpose of this suspension is to allow the company to conduct a thorough and impartial investigation into the matter.

The following conditions apply during your suspension:

- The suspension will be [Paid / Unpaid].
- You are prohibited from performing any work-related duties or representing the company in any capacity.
- You must not access company premises, computer systems, or email accounts without prior written authorization.
- You are instructed not to contact any company employees, clients, or vendors regarding this matter to ensure the integrity of the investigation.

You may be required to attend an investigation meeting to provide your account of the events. We will notify you of the date and time of any such meeting in advance. You are expected to remain available during your normal working hours to assist with our inquiries.

Once the investigation is complete, we will meet with you to discuss the findings and determine any necessary next steps or disciplinary actions.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]