

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notification of Suspension Pending Investigation

Dear [Employee Name],

This letter is to formally notify you that you are being placed on suspension from your duties at [Company Name], effective [Start Date/Time].

This suspension is being implemented to allow the company to conduct a formal investigation into allegations regarding: [Briefly state the nature of the issue, e.g., alleged breach of safety protocols, financial irregularities, or professional misconduct].

Please note the following conditions of your suspension:

- **Pay Status:** This suspension will be [with pay / without pay] pending the outcome of the investigation.
- **Access:** Your access to company systems, email, and physical premises is restricted during this period. You are required to return any company property, such as keys or laptops, by [Time/Date].
- **Contact:** You must remain available during your normal working hours to assist with the investigation or to attend a disciplinary interview if required.
- **Confidentiality:** You are instructed not to discuss this matter or the investigation with any colleagues, clients, or third parties associated with the company.

This suspension is a neutral act and does not imply that any decision has been made regarding the outcome of the investigation or any potential disciplinary action. We aim to complete this process as quickly as possible.

If you have any questions or need to provide information relevant to the investigation, your point of contact is [Name of Manager/HR Representative] at [Phone Number/Email].

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]