

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

**Subject: Notification of Suspension Pending Investigation**

Dear [Employee Name],

This letter is to formally notify you that you are being placed on [paid/unpaid] suspension, effective [Date], pending an internal investigation into allegations of harassment made against you.

The company has received a formal complaint regarding [briefly state nature of allegation, e.g., workplace conduct/interactions], which reportedly occurred on or around [Date]. We take such allegations very seriously and must conduct a thorough and impartial investigation to determine the facts.

Please note that this suspension is a neutral act and does not constitute a disciplinary finding or a presumption of guilt. It is intended to protect the integrity of the investigation and the interests of all parties involved.

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

- You are not to report to work or perform any job-related duties.
- Your access to company email, servers, and physical premises is temporarily revoked.
- You are instructed not to contact any company employees, clients, or vendors regarding this matter, as this could be perceived as witness interference.
- You are required to remain available to participate in investigative interviews as requested by [Name of Investigator/HR].

The investigation will be conducted as discreetly and quickly as possible. Once the investigation is complete, you will be notified of the findings and any subsequent actions to be taken.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]