

STRICTLY PRIVATE AND CONFIDENTIAL

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Subject: Notice of Suspension Pending Investigation

This letter is to formally notify you that you are being placed on [paid/unpaid] suspension from your duties at [Company Name], effective immediately, pending an internal investigation into allegations of [briefly state nature of allegations, e.g., gross misconduct / breach of policy / financial irregularities].

This suspension is a neutral act and does not imply any guilt or assumption of misconduct. The purpose of this suspension is to allow the company to conduct a thorough and impartial investigation into the matter without interference.

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

- You must not report to work or perform any duties on behalf of the company.
- You are prohibited from accessing company premises or the company's computer network/email systems without prior written authorization.
- You must not contact any of the company's clients, suppliers, or employees regarding this matter, except as authorized by [Name of Contact Person/HR].
- You are required to remain available during normal working hours to assist with the investigation or to attend meetings as requested.

The investigation will be conducted by [Name/Department]. You will be contacted shortly to arrange a formal interview where you will have the opportunity to provide your account of the events.

This matter is strictly confidential. You are instructed not to discuss the details of this investigation or your suspension with anyone other than your legal representative or immediate family members.

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

Yours sincerely,

[Signature]

[Name of Manager/HR Director]

[Job Title]