

[Company Name]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Suspension Pending Investigation

Dear [Employee Name],

This letter serves as formal notification that you are being placed on [paid/unpaid] suspension, effective immediately, pending an internal investigation into allegations of policy violations. Specifically, this investigation concerns the following matter: [Briefly describe the incident or policy violation, e.g., alleged breach of safety protocols on Date].

Please note that this suspension is not a disciplinary action or an indication of guilt. It is a necessary step to allow the company to conduct a thorough and impartial review of the facts surrounding this matter.

While on suspension, you are subject to the following conditions:

- You are not to report to work or perform any job-related duties.
- Your access to company systems, email, and physical premises is temporarily revoked.
- You must remain available during regular business hours to answer questions or attend investigative interviews as requested.
- You are instructed not to communicate with colleagues, clients, or vendors regarding this investigation to maintain the integrity of the process.

We anticipate that the investigation will be completed by [Date]. We will notify you of the outcome and your employment status as soon as the review is finalized.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]