

[Company Name]  
[Company Address]  
[Date]

**Strictly Private and Confidential**

[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Subject: Notification of Suspension Pending Investigation**

I am writing to formally notify you that you are being suspended from your duties as [Job Title], effective immediately, pending an internal investigation into allegations regarding [briefly state the nature of the issue, e.g., alleged gross misconduct / breach of company policy / financial irregularities].

This suspension is a neutral act and does not imply any assumption of guilt or a disciplinary sanction. Its purpose is to allow the company to conduct a thorough and fair investigation into the matter without interference.

**Terms of Suspension:**

- Your suspension will be with full pay and benefits.
- You are not required to report for work during this period.
- You are instructed not to access company systems, email, or premises without prior written authorization.
- You must not contact any of the company's clients, suppliers, or employees regarding this matter, except for your designated point of contact or a union representative.
- You should remain available to attend investigation meetings during your normal working hours.

The investigation will be carried out by [Name/Title of Investigator]. Once the investigation is complete, you will be notified of the outcome and whether a formal disciplinary hearing is required.

If you have any questions or need to retrieve personal belongings, please contact [Name of HR Contact] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Name of Sender]  
[Job Title]