

[Company Name]

[Company Address]

[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 suspension, effective immediately, pending an internal investigation into allegations of potential fraud and theft.

Specifically, the investigation will focus on the following concerns: [Briefly describe the incident/allegations, e.g., unauthorized financial transactions/missing inventory].

This suspension is a neutral act intended to allow the company to conduct a thorough and objective investigation. It is not a disciplinary action and does not imply that a final decision regarding your employment has been made.

The terms of your suspension are as follows:

- The suspension is [paid/unpaid] effective [Start Date].
- You are prohibited from entering company premises or accessing company systems, including email and internal databases, without prior written authorization.
- You are required to return all company property, including keys, access badges, and electronic devices, by [Time/Date].
- You are requested not to discuss this matter or the investigation with any company employees, clients, or vendors to ensure the integrity of the process.

We will contact you to schedule an investigation meeting where you will be given the opportunity to respond to the allegations. You will be notified of the outcome of the investigation as soon as it is concluded.

If you have any questions regarding this process, please contact [HR Name/Manager Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]