

**[Date]**

**[Employee Name]**

[Employee ID]

[Department]

**Subject: Notification of Administrative Suspension Pending Investigation**

Dear [Employee Name],

This letter serves as formal notification that you are being placed on administrative suspension, effective [Start Date/Time]. This suspension is pending an internal investigation into allegations regarding [briefly state nature of concern, e.g., alleged misconduct, policy violations, or specific incident occurring on Date].

Please be advised that this suspension is not a disciplinary action, nor is it a prejudgment of the outcome. It is a procedural step taken to ensure a thorough and impartial investigation can be conducted.

During the period of this suspension:

- You [will/will not] continue to receive your regular base salary and benefits.
- You are prohibited from performing any work duties or representing the company in any capacity.
- You are not permitted to access company premises or electronic systems (email, internal servers, etc.) without prior written authorization from [Manager Name/HR].
- You are instructed not to contact any company employees, clients, or vendors regarding this matter to maintain the integrity of the investigation.

You are required to remain available during your normal working hours to respond to inquiries or attend interviews related to this investigation. We will contact you via [Phone Number/Personal Email] to schedule a meeting to discuss this matter further.

Upon completion of the investigation, a determination will be made regarding your employment status, and you will be notified of the outcome in writing.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]