

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Address Line 1]
[City, State, Zip Code]

Subject: Notification of Suspension Pending Safety Investigation

Dear [Employee Name],

This letter is to formally notify you that you are being placed on suspension, effective [Start Date], pending a formal investigation into a safety-related incident that occurred on [Date of Incident] at [Location/Department].

The specific incident under investigation involves: [Brief description of the safety violation or accident].

This suspension is a precautionary measure to ensure the safety of all personnel and to allow for a thorough and impartial review of the facts. It does not constitute a disciplinary finding or an assumption of guilt at this time.

During the period of this suspension:

- The suspension will be [Paid/Unpaid] pending the outcome of the investigation.
- You are not permitted to enter company premises or access company systems without prior written authorization.
- You are required to remain available to participate in investigation interviews or provide statements as requested.
- You must not discuss this matter with other employees or witnesses to protect the integrity of the investigation.

We aim to complete this investigation as quickly as possible. Once the investigation is concluded, you will be notified of the findings and any subsequent actions that may be taken. We currently anticipate the process will be completed by [Estimated Date], though this may change based on the complexity of the review.

If you have any questions regarding your benefits or the investigation process, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Manager/HR Representative Name]

[Title]