

**[Date]**

**[Employee Name]**

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Paid Suspension Pending Investigation

Dear **[Employee Name]**,

This letter is to formally notify you that you are being placed on paid administrative suspension, effective **[Start Date]**. This suspension is pending an internal investigation into allegations regarding **[briefly state nature of issue, e.g., alleged misconduct/policy violations]**.

Please be advised that this suspension is not a disciplinary action, nor does it imply a determination of guilt. It is a neutral step taken to allow the company to conduct a thorough and impartial investigation.

During the period of your suspension, the following conditions apply:

- You will 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 must not access the company's premises or electronic systems (including email and internal networks) without prior written authorization.
- You are instructed not to contact any company employees, clients, or vendors regarding this matter, as this could interfere with the integrity of the investigation.
- You are required to remain available during your normal working hours to answer questions or attend interviews related to the investigation.

We expect to conclude this investigation by **[Expected Date]**, though this timeframe may be extended if necessary. You will be notified in writing of the outcome and any next steps.

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

Sincerely,

**[Your Name]**

**[Your Title]**

**[Company Name]**