

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Administrative Leave

Dear [Employee Name],

This letter serves as official notification that you are being placed on administrative leave with [pay/no pay], effective [Start Date].

This leave is being implemented pending [reason: e.g., an internal investigation / a review of specific workplace incidents / organizational restructuring]. Please note that administrative leave is a neutral action and does not constitute disciplinary action or a determination of wrongdoing.

During this period of leave, the following conditions apply:

- You are relieved of all job duties and responsibilities.
- You are requested to remain available during your normal working hours to respond to inquiries or participate in meetings regarding this matter.
- You should refrain from entering the company premises unless specifically authorized by [Manager Name/HR].
- You are instructed not to access company email, networks, or internal systems.
- You should avoid discussing this matter with colleagues or clients to maintain the integrity of the process.

Your benefits and seniority will [remain unaffected / be subject to the terms of the employee handbook] during this period.

We anticipate this leave will continue until [Expected End Date] or until further notice. We will contact you regarding the next steps or when you are expected to return to work.

If you have any questions regarding your status or benefits during this time, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]

[Title]