

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Suspension Pending 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 allegations of misuse of company property. Specifically, this investigation concerns: [Briefly describe the property, e.g., unauthorized use of company vehicle, misuse of computer equipment, etc.].

This suspension is an administrative action and is not a disciplinary finding. It is intended to allow the company to conduct a thorough and impartial review of the facts surrounding this matter. During this period, your suspension will be [Paid / Unpaid].

While on suspension, the following conditions apply:

- You are prohibited from entering company premises without prior written authorization.
- You must return all company property currently in your possession, including keys, access badges, and electronic devices, by [Time/Date].
- You are not to perform any work-related duties or represent the company in any capacity.
- You are instructed not to communicate with colleagues, clients, or vendors regarding this investigation to ensure the integrity of the process.

You may be required to attend an investigatory interview. We will notify you of the date, time, and location of any such meeting. You will have the opportunity to provide your account of the events at that time.

Once the investigation is complete, we will meet with you to discuss the findings and determine what further action, if any, is necessary. This may include disciplinary action up to and including termination of employment.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge receipt of this letter.

Signature: _____ Date: _____