[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

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 an internal investigation into allegations of [briefly state nature of concern, e.g., gross misconduct / breach of policy].

This suspension is a neutral act and is not a disciplinary sanction. Its purpose is to allow the company to conduct a fair and thorough investigation without interference. During this period, you will [receive your full basic pay / be unpaid] in accordance with your contract of employment.

While on suspension, the following conditions apply:

- You must not attend your place of work or any company premises unless specifically requested.
- Your access to company email, servers, and internal systems will be temporarily disabled.
- You are instructed not to contact any company clients, suppliers, or employees regarding this matter, except for your designated point of contact or union representative.
- You must remain available to attend an investigatory interview if required.

We aim to complete this investigation as quickly as possible. You will be notified in writing of the outcome and whether any further disciplinary action will be taken.

If you have any questions or wish to provide any information relevant to this investigation, please contact [Name of Manager/HR Contact] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Name of Sender]
[Job Title]