

Insert Company
Logo

Date

<Employee Name>

Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

RE: Notification of Suspension on full pay

ALLEGED SERIOUS MISCONDUCT: <State the alleged serious misconduct>

Further to our conversation on <Date> informing you of our intention to place you on suspension regarding the above allegation of serious misconduct. The alleged misconduct constitutes a serious breach of the policies and rules of the Company. A formal investigation will be completed.

This letter is to confirm that as at <Time and Date> you have been suspended on full pay until the investigation has been fully completed. You will be notified once the investigation has been completed.

During the investigation it may be necessary for us to view CCTV footage or interview other employees of the company and you will be provided with any information/evidence that may result. Depending on the outcome of the investigation you may be required to attend a formal disciplinary meeting. Please note that your terms and conditions of employment apply during your suspension and that you should be available to meet or discuss any matter at short notice should this be required.

Yours sincerely,

Manager

Manager Title

Company

cc: anyone from the organisation that you are sending this letter to