

Employee Suspension Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Suspension Pending Investigation

Dear [Employee's Name],

This letter serves to notify you that, effective immediately, your employment with [Company Name] is suspended pending the outcome of an ongoing investigation. This decision is based on [briefly outline the reason for the suspension, e.g., allegations of misconduct, policy violations, etc.].

During this suspension, you will be relieved of all duties and your access to company facilities and information will be temporarily revoked. Please be assured that this action is taken to ensure a thorough and fair investigation.

You are expected to cooperate with the investigation process. [Optional: specify any further instructions or contact persons during the suspension period].

We understand that this situation may be challenging, and we encourage you to reach out if you have any questions or require clarification. Our aim is to maintain a fair environment for all parties involved.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]