11 July 2024

Confidential

[employee name]
[address],

Hand Delivered

Dear [name],

Suspension from duties pending investigation

Following our meeting today, I confirm you will be suspended from work effective from [date].

During your suspension, you will be paid in the usual way, at the rate to which you would be entitled if you were not suspended.

Your suspension is appropriate given the nature of the allegations for investigation and the duty that [employer name] owes to you and to other employees.

This is not disciplinary action. It is a lawful and reasonable direction designed to facilitate the timely and efficient completion of a workplace investigation.

This suspension is in accordance with [cite policy]. A copy of which can be provided to you if required.

[company name] has appointed [investigator name] of [investigator company] to conduct an independent and confidential workplace investigation..

You will be provided with details of the allegations for investigation, and an opportunity to participate in an interview with [investigator name], and provide a written response to the allegations.

We expect you will receive notice of the allegations within the next 5 working days, and that the investigation will take around 3 weeks to complete. I will inform you of progress as appropriate.

Once the investigation is complete, I will meet with you again to discuss the outcome.

During your suspension, you must not attend any [company name] workplace, or contact other employees. Otherwise, all the terms and conditions of your employment remain in force and you must comply with them.

Your access to our email and IT systems will be suspended. You must return [insert company equipment such a vehicle, phone, laptop etc].

We understand this may be a difficult process and encourage you to take advantage of [EAP benefits] during this time.

If you have any questions or concerns during this time, please contact [contact person] at [contact number].

Yours faithfully,

[Name]
[Position Title]
[Company]