***[Print on Employer’s Letterhead or insert Company Name and Address]***

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

## Re: Suspension – Alleged Misconduct

I am writing to inform you of your suspension from work following allegations of misconduct in the workplace. An investigation into these allegations, which are <<nature of alleged misconduct>>, will commence as soon as reasonably practicable.

Please be advised that this action is precautionary to allow a fair and impartial investigation to take place and will not prejudge the outcome of any subsequent action. Disciplinary action will not necessarily be the result. The Company does not consider suspension a presumption of guilt nor disciplinary action and during this time your pay and benefits will remain unaltered.

If the investigation determines that an act or acts of misconduct have occurred then you will be required to attend a disciplinary meeting. Notice of the meeting shall be sent to you at the appropriate time. If the allegations are not substantiated then you will be reinstated and returned to work as quickly as possible.

During your suspension you shall receive your pay and benefits in accordance with your terms and conditions of employment. You must not involve yourself in any of the Company’s activities nor contact any of the Company’s customers, employees or suppliers without the permission of your manager.

During your suspension, you must:

* + 1. Return your office keys/swipe card to <<name>>
    2. Provide details of your computer password to <<IT Manager>>
    3. Comply with any reasonable conditions the Company may specify regarding your attending or staying away from the Company’s premises
    4. Be available for work during your normal working hours
    5. Refrain from performing work for any other employer or for yourself (self employment) during your normal working hours
    6. Let the Company know if you fall ill or are incapacitated. If this occurs, please provide appropriate evidence of incapacity in accordance with the sickness absence provisions in your contract of employment.
    7. Apply for annual leave as per the holiday provisions in your contract of employment

If you have any questions please do not hesitate to contact me.

Yours sincerely

**<<Name & Title>>**

For and on behalf of <<Company Name>>