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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Re: Suspension – Health Grounds**

I am writing to inform you of your suspension from work pending a medical report to determine whether you are fit to continue your duties. We owe our employees a duty of care for their health and safety while they are at work. As such, this suspension is a neutral act to safeguard both you and your colleagues. We will endeavor to obtain a medical report as soon as reasonably practicable.

You will be suspended for no more than <<5>> working days while this matter is being investigated. If it is not possible to resolve this matter within<<5>>working days, the suspension period will last for as long as it takes for this to be resolved. Please be advised that this suspension is precautionary to allow a fair and impartial investigation to take place and will not prejudge the outcome of any subsequent action.

During your suspension you shall receive your pay and benefits in accordance with your terms and conditions of employment.

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>>