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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

## Re: Suspension - Immigration

I am writing to inform you of your suspension from work as we have reason to believe that your employment may be unlawful on the basis that you may not have, or appear to have, leave to remain or the right to work in the UK. An investigation into these allegations will commence 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 within <<5>> working days, the suspension period will last for as long as it takes for the matter to be resolved. 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. This is a neutral act and a temporary measure while your eligibility to remain and work in the UK is confirmed. The Company does not consider suspension a presumption of guilt nor a disciplinary action and during this time your pay and benefits will remain unaltered.

If the matter becomes a disciplinary issue, this will be dealt with under the Company’s Disciplinary Policy. 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 re-instated 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>>