**#Date#**

To,

**#\*firstname\*#** **#\*lastname\*#**

**#\*officelocation\*#**

Subject: Suspension during Misconduct Investigation

This is an official intimation for suspension of employment being served to you, as per our **#meeting#** on **#meeting date#**, when we discussed the allegations of gross misconduct made against you which claim **#briefly describe misconduct#.**

In accordance with the our disciplinary procedure, you are suspended from work **#with or without pay#**, while a full investigation is carried out into this misconduct accusation. Your suspension is purely to enable us to conduct a fair, thorough and speedy investigation, and does not in itself carry any implication of guilt or prejudgement. Nor does it constitute any form of disciplinary action against you, at the moment.

During your suspension, you are instructed not to contact by any means directly or indirectly with any vendors, customers, staff or colleagues of our organization.

If you have any queries in relation to this matter, please contact *only* the **#HR department or specific names#**. Failure to comply with these instructions may in itself constitute misconduct or, if this investigation is undermined in any way, gross misconduct, which may result in further disciplinary action against you.

We will contact you at the earliest opportunity to inform you of the outcome of this investigation. If you are required to attend a disciplinary hearing, you will be given full details of the allegations against you and the results of the investigation in advance of the hearing. You are required to remain available during your suspension, so that we are able to contact you if the need arises.

Yours sincerely

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_