[Print on Employer's

mpany Name and Address

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Sus

I am writing to inform you of your in the workplace. An investigation misconduct>>, will commence as

Please be advised that this action to take place and will not prejudge will not necessarily be the res presumption of guilt nor disciplina remain unaltered.

If the investigation determines that be required to attend a disciplinary appropriate time. If the allegation returned to work as quickly as pos

During your suspension you shall terms and conditions of employme activities nor contact any of the permission of your manager.

During your suspension, you must

- 1.1 Return your office k
- 1.2 Provide details of you
- 1.3 Comply with any rea your attending or st
- 1.4 Be available for wor
- 1.5 Refrain from perforr employment) during
- 1.6 Let the Company kr provide appropriate absence provisions
- 1.7 Apply for annual lea employment

conduct

ollowing allegations of misconduct , which are <<nature of alleged icable.

v a fair and impartial investigation equent action. Disciplinary action bes not consider suspension a s time your pay and benefits will

nduct have occurred then you will neeting shall be sent to you at the then you will be reinstated and

benefits in accordance with your yourself in any of the Company's mployees or suppliers without the

e>>

b <<IT Manager>>

Company may specify regarding pany's premises

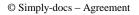
king hours

mployer or for yourself (self

apacitated. If this occurs, please accordance with the sickness yment.

1

visions in your contract of



S me.

If you have any questions please

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

