

[Print on Employer's Letterhead]

[Employee's Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Re: Suspension for Safety**

I am writing to inform you of your suspension from work due to the discovery of hazardous substances which might pose a risk to your health and safety. It is the duty of care for their health and safety that has led to this suspension. This is a neutral act to safeguard your health and safety.

To avoid the danger of exposure to hazardous substances which might pose a risk to your health. We owe our employees a duty of care. As such, this suspension is a neutral act to safeguard your health and safety.

You will be suspended for no more than 30 working days while this matter is being investigated. If it is not possible to complete the investigation within 30 working days, the suspension period will last for as long as it takes to complete the investigation. During your suspension you shall receive your pay and benefits in accordance with your terms and conditions of employment.

During your suspension, you must comply with the following conditions:

During your suspension, you must:

- 1.1 Return your office key to the IT Manager
- 1.2 Provide details of your suspension to the IT Manager
- 1.3 Comply with any reasonable instructions given by the Company regarding your attending or staying at the Company's premises
- 1.4 Be available for work during your normal working hours
- 1.5 Refrain from performing any work for the Company (or for yourself (self-employed)) during your suspension
- 1.6 Let the Company know if you become incapacitated. If this occurs, please provide appropriate notification in accordance with the sickness absence provisions in your contract of employment.
- 1.7 Apply for annual leave in accordance with the provisions in your contract of employment

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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