

[Print on Employer's Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Sus conduct

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

Following allegations of misconduct s, which are <<nature of alleged icable.

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

ow a fair and impartial investigation sequent action. Disciplinary action does not consider suspension a s time your pay and benefits will

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

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

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

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

During your suspension, you must

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

e>>
o <<IT Manager>>
Company may specify regarding npany's premises
orking hours
mployer or for yourself (self
urs
capacitated. If this occurs, please n accordance with the sickness
yment.
rovisions in your contract of

If you have any questions please contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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