

[Print on Employer's Letterhead]

[Employee's Name and Address]

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

<<Date>>

Dear << >>

Re: Suspension

I am writing to inform you of your suspension. We need to determine whether you are fit to continue working for their health and safety while the suspension is in place to safeguard both you and your colleagues. You should obtain a medical report as soon as reasonably practicable.

...nding a medical report to
...we our employees a duty of care
...this suspension is a neutral act to
...r to obtain a medical report as

You will be suspended for no more than 5 working days while this matter is being investigated. If it is not possible to complete the investigation 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 suspension is precautionary and will not prejudice the outcome of the investigation.

...ys while this matter is being
...<<5>>working days, the
...be resolved. Please be advised
...artial investigation to take place

During your suspension you shall continue to receive your normal salary and benefits in accordance with your terms and conditions of employment.

...efits in accordance with your

During your suspension, you must:

- 1.1 Return your office key
- 1.2 Provide details of your suspension to <<IT Manager>>
- 1.3 Comply with any reasonable requirements of the Company may specify 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 employer 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

...e>>
...o <<IT Manager>>
...Company may specify regarding
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...orking hours
...mployer or for yourself (self
...urs
...ncapacitated. If this occurs, please
... accordance with the sickness
...oyment.
...visions in your contract of

If you have any questions please contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

