

[Print on Employer's Letterhead]

[Employee's Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

### Reason for Suspension

I am writing to inform you of your suspension which may put you at risk during your working conditions or to put in place a suspension on full pay for as long as the risk to the health of employees a duty of care for their safety. This suspension is a neutral act to protect the health of employees.

A hazard has been identified which has not been possible to adjust your working conditions, we will need to suspend you until the hazard is removed. We owe our employees a duty of care for their safety. As such, this suspension is a neutral act to protect the health of employees.

You will be suspended for no more than 5 working days. If it is not possible to resolve this matter within 5 working days, the suspension will last for as long as it takes for the matter to be resolved. During your suspension, you shall receive your pay and benefits in accordance with your terms of employment.

Working days. If it is not possible to resolve this matter within 5 working days, the suspension will last for as long as it takes for the matter to be resolved. During your suspension, you shall receive your pay and benefits in accordance with your terms of employment.

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 from the Company regarding your attending or staying at the Company's premises
- 1.4 Be available for 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 are 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.

<<IT Manager>>  
To: <<IT Manager>>  
The Company may specify regarding your attending or staying at the Company's premises  
Working hours  
Employer or for yourself (self-employed) during your suspension  
If this occurs, please provide appropriate notification in accordance with the sickness absence provisions in your contract of employment.

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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