

Company Name and Address]

<<Post Code>>

Dear << >>

Re: [REDACTED] **tion**

as we have reason to believe that
may not have, or appear to have,
investigation into these allegations will

g days while this matter is being
>> working days, the suspension
resolved. Please be advised that
investigation to take place and will not
is a neutral act and a temporary
is confirmed. The Company does
disciplinary action and during this time

dealt with under the Company's
n act or acts of misconduct have
y meeting. Notice of the meeting
ons are not substantiated then you
ple.

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

10. *Journal of the American Medical Association*, 2000; 283: 2689-2696.

- Company may specify regarding company's premises

provide appropriate absence provisions 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

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>