[Print on Employer's

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

<<Date>>

Dear << >>

Re:

I am writing to inform you of your your employment may be unlawfuleave to remain or the right to wo commence as soon as reasonably

You will be suspended for no minvestigated. If it is not possible to period will last for as long as it to this action is precautionary to allow prejudge the outcome of any sumeasure while your eligibility to renot consider suspension a presunyour pay and benefits will remain upon to the provided suspension of the pr

If the matter becomes a discipling Disciplinary Policy. If the investig occurred then you will be require shall be sent to you at the approping will be re-instated and returned to

During your suspension you shaterms and conditions of employmentativities nor contact any of the Opermission of your manager.

During your suspension, you must

- 1.1 Return your office k
- 1.2 Provide details of yo
- 1.3 Comply with any reyour attending or st
- 1.4 Be available for wor
- 1.5 Refrain from perforr employment) during
- 1.6 Let the Company kr

mpany Name and Address]

ion

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

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

dealt with under the Company's nact or acts of misconduct have y meeting. Notice of the meeting ns are not substantiated then you

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

ie>>

b <<IT Manager>>

Company may specify regarding pany's premises

king hours

mployer or for yourself (self urs

apacitated. If this occurs, please

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© Simply-docs - Agreement

provide appropriate absence provisions

1.7 Apply for annual lea employment

If you have any questions please

Yours sincerely

<<Name & Title>>

For and on behalf of << Company

S

accordance with the sickness yment.

visions in your contract of

me.

