

[Print on Employer's Letterhead] Company Name and Address]

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

<<Date>>

Dear << >>

Re: Suspension

I am writing to inform you of your suspension from work following allegations of gross misconduct. An investigation into the allegations which are <<nature of alleged gross misconduct>>, will commence as soon as possible and will be completed as soon as practicable.

Please be advised that this action is necessary to allow a fair and impartial investigation to take place and will not prejudice any subsequent action. The Company does not consider suspension a punitive disciplinary action and during this time your pay and benefits will remain unchanged.

If the investigation determines that the alleged Gross or lesser Misconduct have occurred then you will be required to attend a meeting, notice of which shall be sent to you at the appropriate time. If the allegations are not substantiated then you will be re-instated and returned to work as soon as possible.

During your suspension you shall continue to receive your benefits in accordance with your terms and conditions of employment. You are not to engage yourself in any of the Company's activities nor contact any of the Company's employees or suppliers without the permission of your manager.

If you have any questions please contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>