**[Letter Suspending an Employee Pending Investigation]**

[*ADDRESSEE*]

[*DATE*]

**Re: Suspension Letter**

Dear [*Employee's Name*],

In accordance with the Company’s disciplinary rules and procedures and following our conversation on *[date]*, I confirm that you are suspended on full pay pending an investigation into the *[allegations of gross misconduct made against you]*. Once the investigation is complete, I will contact you further to arrange a meeting. This suspension is in order to allow us to conduct the investigation impartially and fairly, and is in no way a form of disciplinary action against you.

You are requested to remain available within reason should I need to contact you. I would ask that, at this stage, you do not contact any of the Company’s customers, suppliers or your work colleagues *[save for your union representative for the purpose of obtaining advice]*.

In the meantime, should you have any information that might be of assistance to our investigation or wish to discuss anything, please contact me, and if I am not available, contact *[name].*

Yours sincerely,

*[Insert name]*

*[Insert job title]*