[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Notification of Suspension Pending Investigation**

Dear [Employee Name],

This letter serves as formal notification that you are being placed on suspension with pay, effective immediately, pending the outcome of an investigation into allegations of misconduct. This action is being taken to ensure a fair and impartial investigation and does not imply any determination of wrongdoing.

Details of the Suspension:

* **Effective Date**: [*Start Date of Suspension*]
* **Duration**: Until the conclusion of the investigation or further notice.
* **Reason for Suspension**: Allegations of misconduct related to [*brief description of alleged misconduct, e.g., “violations of company policy on workplace behavior” or “misuse of company resources”*].

During this suspension, you are not required to report to work or perform any duties for the company. You must refrain from contacting coworkers, clients, or other business associates about the allegations or investigation unless explicitly authorized by [Company Name].

**Next Steps**:

The investigation will be conducted promptly and thoroughly. You may be contacted by [Investigator’s Name/HR Contact] to provide information or clarification regarding the allegations.

If you have any questions or wish to discuss the terms of this suspension, please contact [HR Contact Name/Manager’s Name] at [Email Address/Phone Number]. You will be notified of the findings of the investigation and any resulting actions in due course.

We appreciate your understanding and cooperation during this process.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................