*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

[*Further to our meeting on* [*date*],] I am writing to confirm that you have been suspended on contractual pay to allow an investigation to take place following the allegations of [*insert details*]. As your employer, we have a duty to fully and properly investigate this matter.

As an alternative to suspension, we considered the option[*s*] of [*insert details, e.g. temporary redeployment to a different role/department, amended duties, changing your shift pattern, asking you to work from home etc*.]. However, these were not deemed reasonable because [*insert details, providing as much explanation as possible*].

Suspension from duty on contractual pay is not regarded as disciplinary action, nor does it indicate guilt on your part. Once the investigation is complete, the investigator [*who is* [*insert name*], will decide whether it is appropriate to proceed with disciplinary action, or lift the suspension and take no further action.

The period of suspension is merely a holding measure pending further investigations so please rest assured that no outcome has yet been determined and we will ensure a fair and impartial process is followed throughout.

The suspension will only last for as long as it takes to complete the investigation, which will be done as quickly as reasonably possible. During suspension, you remain our employee and continue to be bound by your terms and conditions of employment. It may be necessary for me to contact you and/or require you to attend a meeting. You are required to make yourself available during your normal working hours for this.

During this period of suspension, you must refrain from attending the workplace, whether during or outside of normal working hours, unless it has been specifically requested by the company or otherwise authorised in advance.

You are also instructed not to contact, or attempt to contact, or influence anyone connected with the investigation in any way, or to discuss this matter with any other employee or client. Failure to abide by this instruction will be treated as an act of misconduct. However, if there is anyone you feel could provide a witness statement which would help in investigating the allegations against you, please contact me and I will arrange for them to be interviewed.

Should the investigation indicate that there is some substance to the allegation[*s*], you will be required to attend a disciplinary hearing. You will be provided with all relevant documentation prior to the hearing, and you will be notified in writing of the time, date and venue.

Once our investigations have been completed, we will contact you again to inform you of what action, if any, we will be taking.

Please do not hesitate to contact *[insert name]* if you have any questions about the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*