Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: NOTICE OF SUSPENSION**

I confirm that we are investigating whether you have engaged in serious misconduct.

It has been brought to our attention that on [enter day/date] you [Nature/description of offence - be specific with regards to time, date, place and names of complainants].

The allegations are extremely serious and would evidence a complete dereliction and disregard for the duty of care you owe to [Employer’s name].

You are hereby notified that pending finalisation of the investigation, you are being suspended from duty, with full pay, from date of this notice. During the period of your suspension, you are to make no contact of any kind with any employee of [Employer’s name] whether directly or by email or other communication in relation to these matters, nor to discuss the details of these matters with any other employee.

Pending finalisation of the matter you are requested to hand over [Example: door keys, mobile telephone, laptop, swipe card, passwords etc.].

You are cautioned that failure to abide by these directives will result in your immediate termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature