Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: NOTICE TO SHOW JUST CAUSE**

I confirm that we are investigating whether you have engaged in serious misconduct. Pending the finalisation of the investigation, you are hereby suspended on full pay with immediate effect.

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].

We would like to give you the opportunity to respond to the above and to answer the allegations by attending a meeting on [enter day/date] at [enter time]. The meeting will be held at [enter locations]. The possible consequences arising from this investigation include a Final Written Warning or Termination of Employment.

You are entitled, if you wish, to be accompanied at the meeting by a support person, who may be another work colleague or a union representative.

As you have been suspended, you are further reminded that 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