Date

Name

Address

Dear Name

This letter confirms our discussions today, when I advised of the following allegation/allegations;

* Allegation(s)

Clearly, this is a serious allegation/these are serious allegations, which requires further investigation.

Accordingly, you have been suspended on full pay with effect from Date, whilst an investigation is conducted. You should be aware that depending on the outcome of the investigations, disciplinary proceedings may be instigated.

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, but I would ask that, at this stage, you do not contact any customers, suppliers or any of your work colleagues, or attend any of our premises. As discussed, please refrain from making direct contact with any of these people or referring to the allegations via any form of social media. Should you wish to make contact with any of these people, please do so via myself or Name.

Once the investigations have been completed, I will contact you further to arrange a meeting.

Yours sincerely

**Authorised Signature**

**Job Title**