#### Letter suspending an employee pending investigation about their alleged misconduct

***Add/delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [add name]

I write further to our [meeting/conversation] on [add date], when we discussed the allegations of gross misconduct which have been made against you. [Add details of misconduct]

At that meeting [I **or** we] confirmed that we would be suspending you from work until further notice, while we investigate these allegations.

In accordance with the Company’s formal discipline procedure, I confirm that from [add date], you are suspended from work on full pay, while a full investigation is carried out. Your suspension is to enable us to conduct a thorough and speedy investigation that is fair to everyone given the allegations that have been raised. It does not in itself carry any implication of guilt or prejudgement. Nor does it constitute any form of disciplinary action against you. We will aim to make your suspension as short as possible, and we would ask that you please be patient while we get this done.

During your suspension, you are instructed not to contact by any means (directly or indirectly) any [clients/customers/staff/colleagues]. You may contact your trade union representative if you require [his/her] advice. You must co-operate in our investigations and may be required to attend the workplace for investigatory interviews or disciplinary hearings. You are also required to answer any work-related queries.

You’ll find details about this in our disciplinary policy and I have attached a copy of this here for ease of reference. If you have any queries in relation to this matter, please telephone me on [add telephone number]. Failure to comply with these instructions may in itself constitute misconduct (or, if this investigation is undermined in any way, gross misconduct), which may result in disciplinary action against you.

Once our investigation is complete, I will contact you at the earliest opportunity to inform you of the outcome. If you are required to attend a disciplinary hearing, you will be given full details of the allegations against you and the results of the investigation in advance of the hearing.

If you believe there are any documents, witnesses or information you think will be relevant to the matters being investigated, please let me know as soon as possible. If you need access to the premises or computer network for this purpose, please let me know and we can consider how best to facilitate the retrieval of these documents.

You are required to remain available during your suspension, so that I am able to contact you if the need arises.

Yours sincerely

[add name]

[add title]