**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

Suspension

This letter confirms that you are suspended from work from today until further notice while an investigation is done into [a concern / an issue] [give details]. We discussed this [issue / concern] in our meeting on [date] which was attended by you and [names of others at the meeting]. We can change or add to these [concerns / issues] as appropriate in light of our investigation.

Your suspension does not mean that we have already decided that you have done or not done an action or behaviour that is misconduct or serious misconduct. We will not keep you suspended for longer than is necessary for us to carry out the investigation and decide on action to be taken, if appropriate. We can lift the suspension at any time.

During your suspension, we will continue to pay you under your employment agreement.

Your employment is continuous during your suspension and your terms and conditions of employment continue to apply.

[In particular, you are reminded that you must not disclose any confidential information, set up in competition with us, solicit our employees or customers or undertake any other paid employment.]

While you are suspended you must not carry out any of your work duties and you should not come into the workplace unless agreed with [name].

You must co-operate with our investigation. You may need to attend the workplace for interviews or other meetings related to the suspension or matters under investigation, if [name] asks you to. You must be available to answer any work-related queries from [name]. You must not have any contact with any other staff, contractors or customers unless authorised by [name].

[Your e-mail account will be suspended and you will not have access to our IT network during your suspension. You must hand in your work mobile phone to [name] while you are suspended].

[You must return your company vehicle while you are on suspension, [name] will be in contact to arrange pick-up / drop-off].

[You must hand in your identity card / access card / keys to [name] and we will keep these while you are suspended].

[The annual holidays you have already arranged to take from [date] to [date] won’t be affected by your suspension, and you won’t need to come to any investigation or other meetings, or work-related matters during that time].

If you want to apply to take [additional] annual holidays or otherwise make yourself unavailable while you are suspended you must have this approved by [position / name]. If you are unwell or suffer a bereavement during your suspension, you should contact [name] to apply for the relevant leave.

When the investigation is complete we will let you know the outcome of the investigation.

If we think that there are grounds for disciplinary action we will invite you to a disciplinary meeting and you will have the opportunity to provide your response to this at the meeting in accordance with your Employment Agreement and our policies and procedures. (A copy of your agreement and our relevant policies are attached for your information.)

All investigation interviews will be conducted in accordance with your Employment Agreement and with [organisation’s] relevant policies and procedures. You are entitled to bring a representative or other support person (such as a family member, union representative or a friend) with you and I strongly encourage you to do so.

If you know of any emails, documents, information or people who may have seen/heard anything relevant to the matters under investigation please let me know as soon as possible. If you need (supervised) access to the workplace or computer network for this purpose please let me know.

[We have agreed the following statement regarding the investigation, which will be used in response to any enquiries from colleagues and other third parties including customers, contractors and the media: [details of agreed statement]. Please refer any queries you may get to [name]].

As this matter is currently under investigation, please keep it confidential and do not discuss it with your colleagues.

I realise that this may be an unsettling time for you and would like to remind you that confidential counselling and support is available to you. [name] is our provider and can be contacted on [phone number].

If you have any queries about this matter or the terms of your suspension please contact me directly.

Yours sincerely,

[name]

On behalf of [name of employer]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS