

Letter suspending an employee pending investigation

[ON HEADED NOTEPAPER OF EMPLOYER]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [EMPLOYEE'S NAME],

Suspension pending disciplinary investigation

Following our meeting I am writing to confirm that, as of the date of this letter, you have been suspended from work until further notice pending investigation into an allegation that [DETAILS]. We reserve the right to add any further allegations that are appropriate in the light of information obtained during our investigation.

During your suspension, we shall continue to pay your salary in the normal way. You are also entitled to your normal contractual benefits [INSERT RELEVANT BENEFITS SUCH AS HEALTHCARE, USE OF COMPANY CAR].

Your employment shall continue throughout your suspension and you remain bound by all your terms and conditions of employment. [In particular, you are reminded that you must not disclose any confidential information, set up in competition to [EMPLOYER'S NAME], solicit our employees or customers or undertake any other paid employment.] You are not required to carry out any of your duties and you should not attend the workplace unless authorised by [NAME] to do so. You are required to co-operate in our investigations and may be required to attend the workplace for investigative interviews or disciplinary hearings. You must not communicate with any of our employees, contractors or customers unless authorised by [NAME]. [Your email account has been suspended and you no longer have access to our computer network]. However, you are required to be available to answer any work-related queries.

We reserve the right to review the terms of this suspension from time to time as appropriate. If you have any queries about these terms please contact [NAME].

Please read and ensure you understand our Disciplinary Procedure, which is enclosed. This suspension does not constitute disciplinary action and does not imply any assumption that you are guilty of any misconduct. When we have carried out our investigation, we shall write to inform you whether we intend to hold a disciplinary hearing. If we consider that there are grounds for disciplinary action we shall inform you of those grounds in writing and you will

have the opportunity to state your case at the hearing, in accordance with the Disciplinary Procedure.

If you know of any documents, witnesses or information that you think will be relevant to the matters under investigation please let me know as soon as possible. If you require access to the network we may arrange this under supervision.

We have agreed the following statement regarding the investigation, which will be used in response to any enquiries from employees and third parties including customers, contractors and the press: [DETAILS OF AGREED STATEMENT]. Please refer any queries you may receive to [NAME].

If you have any further questions please feel free to contact me.

Yours sincerely,

[NAME]

On behalf of [NAME OF EMPLOYER]