



To: \_\_\_\_\_  
Name Position / Department

Re: **NOTICE TO EXPLAIN AND NOTICE OF HEARING WITH PREVENTIVE SUSPENSION**

Date: \_\_\_\_\_

The attached Incident Report and / or Administrative Complaint dated \_\_\_\_\_ shows that you have allegedly committed the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Due to this offense that you have allegedly committed, you have been referred to this Office for investigation.

You are hereby required to and given the ample opportunity to explain in writing, within **forty eight (48)** hours upon receipt hereof, why you should not be subjected to appropriate disciplinary action in connection with the foregoing acts and misconduct. You are also directed to personally appear before this office on \_\_\_\_\_ at \_\_\_\_\_ to hear your case.

Failure to respond and / or appear within the period given will be construed as a waiver of your right to be heard and the investigation on the foregoing matter will proceed. Moreover, please be reminded that refusal to cooperate or answer questions in any investigation authorized or conducted by a Company official is a specific offense punishable as a Type C offense under the Code of Conduct.

Furthermore, you are hereby placed under **PREVENTIVE SUSPENSION** while this matter is being investigated, without pay, effective on \_\_\_\_\_ until \_\_\_\_\_ unless earlier withdrawn by notice for the reason that:

- ☐ nature and gravity of the offense charged and the evidence of guilt is strong,
- ☐ has been repeatedly charged and there is reasonable ground to believe that you are guilty of the present charge which would warrant your removal from service;
- ☐ offense committed poses a serious threat or imminent threat to the life, property and/or good name of the company and/or its employees;
- ☐ presence in the workplace may result to obstruction of justice, impeding and/or influencing the results of the investigation; or
- ☐ sensitivity of the nature of the work you are currently occupying that gives you access either to confidential files, documents and properties that will be involved in the investigation.

In the event that after due investigation the imposition of disciplinary action(s) is warranted, same shall be made known to you.

Please give this letter your immediate attention.

\_\_\_\_\_  
Investigating Authority / Position / Department

Received by: \_\_\_\_\_  
Signature over printed name of the employee

Date/Time: \_\_\_\_\_

Cc: HR 201 File / Legal Services Division