

Letter confirming suspension (alleged gross 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]

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 and does not in itself carry any implication of guilt or prejudgement. Nor does it constitute any form of disciplinary action against you.

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. 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.

I will contact you at the earliest opportunity to inform you of the outcome of the investigation. 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.

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]