[Your Company Letterhead]

[Date]

[Employee Name and Address]

Dear [Employee Name],

I am writing to inform you that we are conducting an investigation into alleged misconduct on your part. In order to ensure a fair and impartial investigation, we have decided to suspend you from your duties, effective immediately, pending the outcome of the investigation.

During this period of suspension, you are required to cooperate fully with the investigation, including making yourself available for interviews and providing any information or documentation that may be requested. You must also refrain from contacting any employees or clients of the company or accessing any company property, including email and computer systems.

The suspension will last until the investigation is complete and a decision has been made regarding any further action. We will keep you informed of the progress of the investigation, and we will notify you of the outcome and any further steps that may be taken.

Please note that this suspension is not a disciplinary action in itself, and it is not intended to imply that any wrongdoing has been established. Rather, it is a precautionary measure to ensure the integrity and fairness of the investigation.

If you have any questions or concerns about this suspension, please do not hesitate to contact me or [Name of HR representative] in Human Resources.

Sincerely,

[Your Name]

[Title]

[Your Company]