**[Note – Template letters are intended as a guide only, please edit as necessary]**

**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

**Confirmation of Suspension with Pay**

I refer to our meeting earlier today whereby I informed you of an allegation that has been brought to management’s attention concerning <<insert detail here>>.

In accordance with <<company name>> policy and in order for management to look into the allegation fully you have been suspended on full pay with effect from today’s date.

Please be advised that your suspension is not considered Disciplinary Action and is a precautionary measure. Your ongoing suspension will be kept under review and we will keep the suspension as brief as practically possible.

During your suspension:

* You will continue to receive your normal pay and benefits, except for any payments that depend on you being physically present
* Your employment will continue and you must adhere to your Terms and Conditions of employment
* You must co-operate fully with our investigation and if requested, attend Investigation Meetings or Disciplinary Hearings.
* Your work email account and communication systems may be suspended
* This matter remains confidential.

I have attached/included a copy of the company’s Disciplinary Policy for your reference.

I will be in contact with you via <<insert method here>> as soon as I can confirm how the company sees best fit to proceed with the matter.

In the meantime, if perhaps you have any queries regarding this matter or your suspension please feel free to contact me.

Yours sincerely

***Name***

***Job Title***