[***To be retyped on business headed notepaper*]**

Dear [***insert name***]

**Confirmation of suspension**

I am writing to confirm that, as of [***insert date***], you have been suspended from work until further notice pending an investigation into an allegation [of [gross] misconduct] [***give details of allegation if possible***] against you. We reserve the right to change or add to the allegations against you, as appropriate, in the light of our investigation.

[Your suspension is in accordance with [[***insert clause number***] of] your employment contract and our disciplinary procedure.]

Please note that suspension is a neutral act. It does not amount to disciplinary action in and of itself and should not be taken in any way as a pre-judgment of the ongoing investigation. We will keep your suspension under review.

We shall continue to pay your salary in the normal way throughout your period of suspension. You shall also continue to receive all normal contractual benefits.

During your suspension, the following rules apply:

1. You continue to be bound by the obligations contained in your contract of employment, including those relating to [confidentiality] and [non-competition]. You are not to perform any work-related tasks or participate in any work-related activities, whether on-site or remotely without our prior agreement.
2. You must not contact any employees, workers, contractors, clients, customers or suppliers unless authorised by us in advance.
3. You are not permitted to access any company premises or use company systems, including email and other digital communication tools without our prior agreement.
4. You must maintain confidentiality regarding the investigation and not discuss it with colleagues, clients, or other stakeholders.
5. You are required to remain available during normal working hours to respond to any enquiries or attend any meetings that may be necessary as part of the investigation.
6. Any period of pre-booked holiday falling during your period of suspension will be honoured. If you wish to book any further periods of holiday during your suspension then please contact [***insert name***] to discuss this.

You will be kept informed of any developments, and we will notify you of the outcome and any further actions as soon as the investigation is concluded.

Should you have any questions or concerns about your suspension or the investigation, please contact [***insert contact details***].

Yours sincerely,

[*insert name*]

**For and on behalf of** [*insert company name*]