



Name
Address

Private & Confidential

Dear

I confirm that you are suspended from work on full pay with immediate effect.

You should return to work on _____ date at time _____ when I will meet with you again. This meeting will be to consider

(insert details which resulted in the suspension for a serious misconduct matter)

During your suspension you should be available for interview and be contactable by phone during your normal hours of work.

Please note that you must not visit your place of work or contact any staff without prior permission unless it is to ask a member of staff to accompany you to a meeting.

The above instructions are in no way an inference or imply guilt or pre-judge the outcome of the investigation.

Yours sincerely,

Name

Job Title

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