**Sample Suspension Notification**

**Date:**

**To:**

**From:**

**Re:** Suspension Notification

As we discussed, the Company is investigating concerns that you may have violated our policies. In particular, we are reviewing [*insert relevant details that can be shared at this time*.] Pending the outcome of this investigation, you are suspended, [with/without] pay.

Per our discussion, I am the person investigating these concerns. We also discussed what you can expect as I conduct the investigation. I will review the information and documentation you provide to me. As appropriate, I will consult with other employees and managers to assist in addressing and resolving the issues.

I want to emphasize some of our expectations of you during this investigation. The expectations for you include the following:

* You are expected to cooperate fully throughout the investigation, and be completely honest in answering questions and providing information to the Company.
* During this time, you must devote your full efforts to helping bring this matter to closure. You must remain available during normal working hours to meet and/or provide information to Company representatives.

If you have any questions or concerns about any of these expectations, or about any part of this investigation, please contact me directly. You can reach me at (XXX) XXX-XXXX.

Sincerely,

Name

Title

*Note: Review state laws for state-specific provisions*