**Sample Suspension Notification**

 **CONFIDENTIAL**

**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 whether you have mishandled petty cash funds. Pending the outcome of this investigation, you have been suspended, with full pay and benefits.

As I informed you, I will be 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. And I will strive to keep you informed of the progress of this investigation.

I want to emphasize some of our expectations of you during this investigation. If you have any questions or concerns about any of these expectations, or about any part of this investigation, please contact me immediately. 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.
* You are expected to provide us with all of the information and documentation that you believe may help us in conducting this investigation. If you have any information or documentation that may be relevant to this matter and which you have not already provided, please provide immediately.
* While this investigation is being conducted, you will remain on our payroll, receiving your full pay and benefits. During this time you must devote your full efforts to help bring this matter to closure. You must remain available during normal working hours to meet and/or provide information to Company representatives.
* This is a confidential investigation. You must not discuss this investigation with any person who does not have a legitimate business need to know this information. If you have any questions or concerns about this requirement at any time, please feel free to discuss it further with me.
* While this investigation is being conducted, you will remain on our payroll, receiving your full pay and benefits. During this time you must devote your full efforts to help bring this matter to closure. You must remain available during normal working hours to meet and/or provide information to Company representatives.
* This is a confidential investigation. You must not discuss this investigation with any person who does not have a legitimate business need to know this information. If you have any questions or concerns about this requirement at any time, please feel free to discuss it further with me.
* If you have any questions or concerns about any of these expectations, or about any part of this investigation, you will contact me immediately. I will contact you within the next ten days to let you know of the progress of the investigation.

Please let me know if you have any questions, additional information, or want to discuss any of this. As you know, you can reach me at (XXX) XXX-XXXX.

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