

Appendix 2
Suspension Letter
(Sample)

[Address]

[Date]

Dear [Employee's Name],

I am writing to advise you that you are hereby suspended **[on full pay / without pay]** in order for the Company to conduct an investigation into an allegation that you have **[Detail of possible offence]**.

During this period of suspension, you shall not attend your place of work other than for the purpose of attending a disciplinary hearing. Nor shall you contact any other employees, suppliers or customers of the Company, except your representative in any disciplinary proceedings, without the Company's consent.

I will be writing to you in the next few days to arrange a suitable date for you to attend a disciplinary hearing where this matter can be discussed in detail.

Yours sincerely,

[Signature of Immediate Supervisor]