

Date

**PRIVATE & CONFIDENTIAL**

First Name Surname  
Street Address  
Suburb State Postcode

Dear First Name

**RE: SUSPENSION OF EMPLOYMENT BY REASON OF SUSPECTED SERIOUS MISCONDUCT**

I am writing to you to inform you that we will be suspending your employment on full pay effective immediately. During the time you are suspended, we will be conducting a full investigation into the event **(describe the incident)** that occurred **Insert: Date**.

The process is as follows:

- Investigate the above-mentioned issue and collect facts and data surrounding the incident
- Look into other events that may have previously occurred that also constitute, serious misconduct
- Invite you to a formal meeting in to present our findings and ask for your response
- Adjourn to review your response and make a decision if the event was in fact serious misconduct and a breach of procedure and therefore your employment contract terms and conditions.
- A decision will be made whether as to what action will be taken. Termination of employment may be an outcome of this process.

During your suspension of employment, you must not have any contact with **Insert: Company name** staff, customers or suppliers.

Should you have any queries please call me directly.

Yours Sincerely

**Insert: Managers Name**

**Insert: Managers Title**