*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Suspension letter***

*In cases of gross or very serious misconduct, you should give careful consideration to suspending the employee for a brief period during your disciplinary investigation and pending a formal disciplinary hearing. Normally the period of suspension should be on full pay - so keep it to an absolute minimum.*

Date .................................................... *(insert date)*

Dear.................................................... *(name of employee)*

Serious allegations have been brought to our attention regarding your misconduct in the workplace. We are under a duty to fully and properly investigate these allegations. Our investigation has now commenced [and, as you know, we have already initially interviewed you to obtain your version of events].

With immediate effect, we are now suspending you from work with full pay until further notice pending the results of our ongoing investigation into the allegations. During the period of your suspension, you will continue to be paid your salary and receive other contractual benefits in the usual way, including ................... *(insert relevant contractual benefits, e.g. use of a company car or private medical cover)*, but you are not required to carry out your normal job duties.

Suspension is being implemented because the allegations involve................... *(insert explanation of why suspension is appropriate in this case).* This suspension is in accordance with the Company’s disciplinary procedure [and clause number ................... *(insert number)* of your contract of employment]. We reserve the right to change or add to the allegations against you, as appropriate in the light of our investigation.

Please note suspension is standard procedure in matters of this nature, its purpose is to investigate the allegations and it does not imply any assumption that you have committed misconduct. Suspension also does not constitute either disciplinary action or a disciplinary sanction. Disciplinary action will not necessarily result. The investigation is being carried out by ................... *(insert name and contact details)*. Please be aware that it may be necessary to hold a [further] meeting with you as part of the investigation and therefore you should remain available for work. It is anticipated that the investigation will take approximately ................... *(insert number)* [days/weeks] and your suspension is currently expected to last until ................... *(insert date)*. However, if (for whatever reason) our investigation is still ongoing at that date, we will then update you about your suspension and how much longer it is likely to last. Please be assured that our aim is to keep the period of your suspension as brief as possible and we will regularly review it to ensure that it is still necessary. As such, your suspension may be lifted at any time and with immediate effect.

Once our investigation is complete, we will contact you again to inform you of what action, if any, we will be taking, and this may be to request you to attend a formal disciplinary hearing in accordance with the Company’s disciplinary procedure. In the meantime, we must ask you to refrain from:

* entering the Company’s premises, unless expressly authorised to do so to attend an investigatory meeting or disciplinary hearing
* contacting any of your fellow employees to discuss work-related matters (including matters related to the misconduct allegations made against you), other than for the sole purpose of exercising the statutory right to be accompanied at any disciplinary hearing
* having any contact with the Company’s clients, customers, suppliers and contractors.

During the period of your suspension from duty, we would advise you that you are required to:

* return to ................... *(insert name and contact details)* your *(office keys/swipe card/pass card, etc. and to provide details of your computer password)*
* comply with such further conditions as the Company may specify in relation to your attending at or remaining away from the Company premises
* fully co-operate in our investigation
* remain available for work, and to answer any work-related queries, during your normal working hours should you be required
* ensure that you do not perform work for any other employer, or undertake self-employment, during your normal working hours
* notify the Company if you fall ill or are incapacitated and provide appropriate evidence of incapacity in accordance with the sickness absence provisions in your contract of employment
* apply for annual leave, should you wish to take it, in accordance with the holiday provisions in your contract of employment.

Other than as may be set out above, all the terms of your contract of employment remain in force during your suspension and you continue to remain bound by them. [However, please be aware that your remote access to work email and the Company’s IT networks will be restricted during your suspension.]

[Your pre-arranged period of annual leave from ................... *(insert date)* to ................... *(insert date)* is unaffected by your suspension, and so you will not be required to be available for work-related or disciplinary matters during that time.]

Finally, please ensure that you read the Company’s disciplinary procedure, a copy of which is attached to this letter, and if there are any witnesses, documents or other information that you think may be relevant to our investigation, please provide details to ................... *(insert name and contact details)* as soon as possible.

If you have any queries about your suspension or the investigation, please contact ................... *(insert name and contact details)*.

Yours sincerely

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For and on behalf of the Company