

Employee name

9 July 2016

Dear Salutation of employee

Re: Precautionary suspension

In accordance with the company's dismissal and disciplinary procedure and because the allegations involved **Justification for dismissal**, I have decided, as a precautionary matter, to suspend you from work pending the outcome of further investigation.

It is anticipated that the investigation will take **Estimated length of investigation** to complete. Once complete, you will be advised of the outcome. You should be aware that the investigation may result in a disciplinary meeting being held. If we find that it is appropriate to hold a disciplinary meeting then I will notify you of this in writing and will set out details of the allegations to be discussed. In any event, I will contact you again in **Date of new contact**.

You are not required to attend work during your suspension, but your other terms and conditions of employment will remain in full force and effect. You are required to co-operate with the investigation and are expected to be available throughout the suspension period to attend any interviews at my request. If, during the course of the investigation, it appears that some allegations against you cannot be substantiated, you may be required to return to work, even when the rest of the investigation is continuing.

While suspended, any annual leave booked prior to the suspension will be honoured. Subsequent requests for annual leave during suspension will be considered by me subject to any detrimental effect on the investigation process.

If you have any questions in relation to the above, please contact me. Your continued co-operation and patience during this difficult time is appreciated.

Yours sincerely

Jonathan Ross
Mechanis

Company no: **Company no**
Registered in: **Place of registration**
Registered office: