

[Print on Employer's Letterhead] Company Name and Address]

Dear <<insert name>>

**Re: Suspension of Employment Conduct**

I am writing following my letter of <<insert date>> which confirmed your suspension from work following allegations of misconduct. This period of suspension is in order to carry out an investigation.

As you know, your period of suspension <<insert date>> and was due to end on <<insert date>>. Your suspension is extended in order to determine whether or not the period of suspension should be extended. [meeting] OR [telephone call] on <<insert date>>, I have advised you.

**EITHER** [your suspension on full pay should continue for the following reasons: <<state reasons for decision>>. The terms of suspension set down in my letter of <<insert date>> continue to apply.]

**OR**

[your suspension on full pay should be terminated for the following reasons: <<state reasons for decision>>. You are, therefore, suspended on <<insert date>>.]

You will be advised as to whether you are required to attend a disciplinary hearing following the investigation that took place during your suspension. If you are invited to a disciplinary hearing, all relevant information will be provided to you ahead of the meeting.

If you have any questions please contact me.

Yours sincerely

For and on behalf of <<insert company name>>