Suspension Letter

Choose Version A (suspension pending investigation) or Version B (disciplinary suspension) and delete the other. Deliver the letter in a private meeting with a witness present, after HR review. Do not include conclusions about guilt in Version A.

SUSPENSION DETAILS

Employee name

Employee ID

Job title

Department / site

Type of suspension

☐ Pending investigation (paid) ☐ Pending investigation (unpaid, where permitted)
☐ Disciplinary (unpaid) ☐ Disciplinary (paid)

Start date

End date or expected review date

FLSA status

☐ Non-exempt ☐ Exempt

Policy relied on

Approved by (HR)

VERSION A: SUSPENSION PENDING INVESTIGATION

[Company Letterhead]

[Date]

Private and confidential

[Employee Name]
[Address]

Dear [Employee Name],

Re: Suspension pending investigation

I am writing to confirm what we discussed at our meeting today. The company has received [an allegation / a report] that [brief, neutral description, e.g. on (date), cash was missing from the register you were assigned / you made threatening remarks to a co-worker on (date)]. We are investigating this

matter under our [Policy Name].

While we investigate, you are suspended from work from [Start Date]. This is not a disciplinary action and does not mean that any decision has been made. It allows us to carry out a fair investigation [and protect the people involved].

You will continue to receive your normal pay and benefits during the suspension. [Alternative where lawful and set out in policy: This suspension is unpaid. If the investigation does not result in disciplinary action, you will be paid for the time you were suspended.]

During the suspension:

- Do not come to [Site / any company premises] or log in to company systems unless we ask you to.
- Do not contact [name(s) or "anyone involved in the matter"] about the allegations or the investigation. This does not stop you from contacting HR, a union representative, a lawyer, or a government agency.
- Remain available during your normal working hours to attend investigation meetings at short notice. We will give you at least [24 hours'] notice of any meeting.
- Please return [badge, keys, laptop] [today / by (date)].

We expect to complete the investigation by [Date]. If it takes longer, we will update you in writing. You will have the opportunity to respond to the allegations before any decision is made.

If you have questions, or if you believe anyone is treating you unfairly because of this matter, contact [HR Contact Name] at [Phone / Email]. Information about our Employee Assistance Program is available at [Contact].

Sincerely,

[Name]
[Title]

VERSION B: DISCIPLINARY SUSPENSION

[Company Letterhead]

[Date]

Private and confidential

[Employee Name]
[Address]

Dear [Employee Name],

Re: Disciplinary suspension

This letter confirms the outcome of [the investigation into / our meeting on (date) about] [short description of the issue].

Findings. We found that on [Date(s)], you [factual description of what the employee did], which violated [Policy Name and section]. You were given the opportunity to respond on [Date], and we considered your explanation that [summary of response].

Previous steps. [You received a (verbal / written) warning on (date) about (related issue). / Because of the seriousness of this conduct, we are moving directly to a suspension as permitted by our progressive discipline policy.]

Suspension. You are suspended without pay for [number] working days, from [Start Date] to [End Date] inclusive. You are expected back at work for your scheduled shift on [Return Date] at [Time]. [For exempt employees: The suspension is in full-day increments under our written workplace conduct policy, which applies to all employees.]

Expectations on return. When you return, you must [specific expectations]. [Describe any support, e.g. a refresher on the procedure with your supervisor on your first day back.]

Consequences. Any further violation of [policy] or similar conduct may lead to further disciplinary action, up to and including termination of employment.

This letter will be kept in your personnel file. You may submit a written response to be kept with it. [If an appeal or grievance process applies: You may appeal this decision in writing to (Name) within (number) days under our grievance policy.]

Sincerely,

[Name]
[Title]

ACKNOWLEDGEMENT

I acknowledge that I received this letter. My signature does not mean I agree with it

Date

Date

☐ Employee declined to sign (witness to initial)

Manager signature

Date

Witness / HR signature

Date

HR CHECKS BEFORE ISSUING

- ☐ Suspension type and pay status match written policy and any union contract
- ☐ For exempt employees, any unpaid disciplinary suspension is in full days under a written policy that applies to all employees
- ☐ Unpaid suspension pending investigation checked against state law and policy before use
- ☐ Employee's recent complaints, leave, accommodation requests or protected activity reviewed
- ☐ Similar past cases checked so the decision is consistent
- ☐ System access and badge deactivation scheduled for the start date
- ☐ Investigation timeline and owner set, with a date for the employee's response meeting
- ☐ Payroll notified of the suspension dates and pay status