

Employee Suspension Without Pay Letter Template

Employee Name: _____ Date: _____
Email Address: _____

Under [COMPANY NAME]'s [type of policy- anti-discrimination, harassment, etc] policy, you are hereby suspended from your employment without pay, effective immediately.

This suspension is due to the following incident(s) that occurred on [date].

- [insert details of the incident(s)]

Pending Investigation

During your suspension and pending the outcome of our investigation, you will not receive your regular salary. During this time, we will conduct a thorough investigation into the incident that occurred. The outcome of this investigation will determine the next steps. Once our investigation is complete, you will be immediately notified of the outcome by email.

Returning to Work

Until determined otherwise, you are still an employee of [COMPANY NAME]. Upon returning to work following your suspension, your pay will be reinstated beginning on the date of your return. Additionally, your supervisor will meet with you to discuss and document a performance improvement plan (PIP) to include expectations going forward and the consequences if those expectations are not met.

Termination

Should the investigation result in termination of employment, you will be removed from employment immediately. Arrangements will be made for you to return any company-owned equipment or property. Additionally, if any further monies are owed to you, the final payment will be made on or before the next regularly scheduled payroll following the termination.

You have the right to dispute any claims against you by submitting a response to human resources in writing at [INSERT HR EMAIL ADDRESS]. Your claims will be taken into consideration during the investigation process.

Please sign below to acknowledge your suspension without pay, effective immediately.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____