SUSPENSION WITH PAY FOR INVESTIGATION

(Non-Disciplinary)

 [Date]

Memo to: [Name of employee, personnel identification number, and department]

From: [Supervisor]

Subject: Suspension with Pay for Investigation

This is to notify you that I am suspending you from work, with pay, for \_\_\_\_\_\_\_\_\_ days beginning [date] through [date] while I investigate (allegations).

[State the specific reasons for action.]

Contact Human Resources if you have questions.

A copy of this letter will be placed in your official personnel record in Human Resources.

Please acknowledge below your receipt and understanding of this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date