**[Company Name]**  
**[Company Address]**  
**[City, State, ZIP Code]**  
**[Email | Phone Number]**  
**[Date]**

**To,**  
[Employee’s Name]  
[Employee’s Designation]  
[Department Name]  
[Company Name]

**Subject: Suspension Due to Disciplinary Investigation**

Dear [Employee’s Name],

We are writing to inform you that you have been placed on suspension effective immediately. This is due to an ongoing internal investigation into allegations of financial misconduct.

After the internal audit conducted on (date), irregularities were found in financial transactions under your responsibility. These include unauthorized expense approvals and discrepancies in financial reports that require further examination. Given the serious nature of these allegations, we must conduct a thorough investigation before determining further action. Your suspension will, therefore, remain in effect until the investigation is concluded.

You are expected to cooperate fully with the investigation team. Failure to do so may result in additional disciplinary action. We will notify you of the outcome as soon as the investigation is completed.

If you have any questions or concerns, please contact [X].

Sincerely,  
**[Your Name]**  
**[Your Designation]**  
**[Company Name]**