Your Name

Title

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

We are a company who has set high standards in the industry in terms of ethical and standardized working. We have always made a point to stay in line with the new technologies and keeping a focus on employee development. You have been one of the best employees we had in the last two years. We have seen you grow and perform well in anything handed to you.

I have received an email from your team lead just today. He has mentioned work discrepancies from your end. This is very disappointing for us. Finance is a very critical department and requires a lot of hard work and diligence. Your careless attitude has resulted in a suspicion on every one’s end including myself. Therefore, we have decided to suspend you for 2 weeks.

I am sure you will be aware of the suspension policies. If not, you can contact James to know your rights. Just to confirm, we want to investigate to make sure no money laundering has occurred. You will be paid for this suspension period. As, the investigation has not started yet, we would like to inform you that it can take more than two weeks. During this time, you can stay at home. We will be informing you regarding the findings of the investigation.

Further actions will be dependent on the investigation report. During this time, we would advise you to focus on personal improvement and building on your strengths which will help you strive in the corporate world.

With thanks

Your Name