[Date]

[Recipient's Name]  
[Designation]  
[Organization]  
[Address]

Dear Mr./Ms.,

This letter serves as formal documentation for your suspension from employment pending investigation. As highlighted in the meeting held on [Date], it has been alleged that you have been taking into account your family business for the quotations of our company’s promotional content printing. If proved, the allegations would result in a breach of your contractual agreement, which states that the employee cannot directly take part in any business or occupation.

In compliance with the XYZ Company’s disciplinary protocols, since the allegations have not been proved yet, you will be fully paid as per your employment contract during the suspension period. You must not attend the work till completion of the investigation. The suspension neither makes you guilty as charged nor serves as a disciplinary action. It would make the investigation convenient without complicating the process any further.

The suspension will come into effect immediately. During the suspension, you are required to fully cooperate with the investigation team, in order to assist in the process, by providing information, documentation, or witness as required by the team. Failure to comply with the communicated protocols would lead to disciplinary action.

Upon completion of the investigation, we will keep you informed about the outcomes. The period to return to work would be communicated when deemed necessary.  In case, the allegations against you are proved, you will be notified about further proceedings.

If you have any queries, or require any further information, please reach out to me directly.

Sincerely,

ABC