

Provisional Dismissal Letter Pending Investigation

Subject: Temporary Suspension Pending Investigation

Dear [Employee Name],

You are hereby suspended from your duties at [Company Name] effective immediately pending investigation into allegations of misconduct reported on [dates]. During this period, you are not to enter company premises or engage in company work.

The investigation will be concluded within [time period], and a final decision regarding your employment status will be communicated subsequently.

Sincerely,

[HR/Manager Name]

[Designation]

[Company Name]

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