

Temporary suspension and dismissal pending inquiry

Subject: Temporary Suspension and Pending Termination

Dear [Employee Name],

Due to recent incidents involving [describe behavior], you are hereby placed on temporary suspension effective immediately. During this period, an investigation will be conducted to determine the appropriate course of action, which may include termination of employment.

You are expected to remain available for any inquiries related to the investigation. Details of company property return and final settlement will be communicated after the investigation concludes.

Sincerely,

[HR Manager Name]

[Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/dismissal-letter>