

Garden Leave Pending Investigation

Subject: Temporary Garden Leave Arrangement

Dear [Employee Name],

We are writing to inform you that, pending completion of an internal investigation into [matter/allegation], you are being placed on garden leave effective immediately.

This arrangement is precautionary and does not constitute disciplinary action or imply any admission of wrongdoing. During this period, you will continue to receive full pay and benefits while remaining employed by [Company Name].

You are required to:

- Not attend company premises without express permission
- Return all company property by [Date]
- Refrain from contacting colleagues, clients, or suppliers regarding company business
- Make yourself available for investigation meetings as scheduled
- Maintain confidentiality regarding this matter

The investigation is expected to conclude by [Date], after which we will communicate the outcome and next steps.

Please contact [HR Contact] if you have any questions regarding this arrangement.

Yours sincerely,

[HR Director Name]

[Human Resources]

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