

Provisional Gross Misconduct Letter

Subject: Provisional Suspension Due to Alleged Gross Misconduct

Dear [Employee Name],

You are being provisionally suspended from your duties effective immediately due to allegations of gross misconduct reported on [Date]. This suspension is pending the outcome of a formal investigation.

During this period, you are requested not to access company systems or premises. Further communication regarding the investigation and next steps will follow.

Your cooperation in this process is expected.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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