

Company Letterhead

Date: _____

Name _____ -

Designation: _____

RE: NOTIFICATION OF INTENTION TO SUSPENSION

You are hereby notified of the company's intention to place you on immediate suspension pending the finalisation of an internal investigation in respect of various allegations of misconduct against you.

Should you wish to contest your suspension, you are invited to address written reasons as to why you believe you should not be suspended to the writer's attention. The aforesaid reasons should reach the writer before **12h00** today being the _____ by way of _____.

The company's final decision regarding your suspension will be communicated to you before close of business.

Yours faithfully,

I, _____, hereby acknowledge receipt of a notification of suspension and acknowledge further that I understand fully the content of this document and the nature of my rights as an employee.

Signature of employee

Date

Time

**Signature of enterprise
representative**

Date

Time

To be completed where the accused employee or other relevant person(s) refuse(s) to sign.

1. The person(s) refusing to sign the above document is / are as follows:

2. The reasons for the refusal:

Signature of person witnessing

the refusal to sign

Date

Signature of person witnessing

the refusal to sign

Date