

Date: \_\_\_\_\_

Name \_\_\_\_\_ -

Designation: \_\_\_\_\_

**RE:           NOTIFICATION OF SUSPENSION**

After having provided you with an opportunity to object to your suspension earlier today, the Company has elected to proceed with such suspension. You are hereby notified of your immediate suspension pending the finalisation of an internal investigation in respect of various allegations of misconduct against you.

Take note that your suspension is on full pay and without loss of any benefits.

Please note that for the duration of your suspension you are prohibited from:

- entering the Company's premises,
- contacting any of the Company's suppliers, business associates, customers and / or fellow employees, and
- accessing your Company email address,

If you require access to any of the above, please contact \_\_\_\_\_ to make these arrangements.

Furthermore note that whilst on suspension, you should be available and contactable during normal working hours.

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**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Time**

**representative**

**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:

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2. The reasons for the refusal:

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**Signature of person witnessing**

**the refusal to sign**

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**Date**

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**Signature of person witnessing**

**the refusal to sign**

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**Date**