\_\_\_\_\_\_\_\_\_\_, 2020

\_\_\_\_\_\_\_\_\_

RE: Investigatory Suspension

Dear \_\_\_\_\_\_\_\_\_,

This letter constitutes notice that you are being placed on investigatory suspension with/without pay, effective today,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pending the outcome of my investigation due to your alleged participation in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is not a disciplinary action. If the investigation shows that disciplinary action should be taken, you will receive further notice indicating that we are going forward with disciplinary procedures. If disciplinary action is not appropriate and you are reinstated, you will receive full pay and service credit for the period of suspension.

Sincerely,

I have received a copy of this notice of investigatory suspension.

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 Employee Date