<Insert Date>

WITHOUT PREJUDICE

PRIVATE AND CONFIDENTIAL

<Insert Name>

<Insert Address>

<Insert Address>  
  
   
 RE: PAID INVESTIGATORY/ADMINISTRATIVE LEAVE PENDING INVESTIGATION

Dear <Insert Name>,

I am writing to inform you that effective [Insert Date/immediately], [Organization Name] (the “Company”) has made the executive decision to place you on a paid investigatory leave, pending the results of an internal/third-party investigation.

Upon consideration, we have decided that this step is reasonably necessary to ensure that the investigation can proceed without any potential interference or disruption. This decision was made in good faith and is in accordance with our (Insert name of policy - e.g., harassment/violence/health and safety/code of conduct/progressive discipline).  
  
Please be assured that we remain committed to conducting this investigation thoroughly and fairly. We will take all necessary steps to ensure that the investigation is concluded in a timely manner.   
  
Throughout the investigatory leave, you will continue to be paid your regular wages/salary on the regularly scheduled pay cycle, as per your employment contract, and your benefits will also continue.

We will continue to communicate with you any information or details necessary for the investigation and we will be in contact with you for further interviews as necessary. Please notify us immediately if you will not be available during regular working hours or if any of your contact information changes.

While we can absolutely understand your need for this to be resolved as quickly as possible, we request that you limit any inquiries to (Insert Person) and refrain from contacting others at the workplace or coming to the workplace during the investigatory leave. We would also like to remind you that this investigation is private and confidential and any discussions regarding it should be limited to your immediate family and your legal counsel (as applicable). Your access to company email/intranet will/will not be available during the investigatory leave.

We value your cooperation in this matter. We are committed to resolving this matter as swiftly and fairly as possible and you will be notified of the outcome promptly.

If you have any questions, or concerns, or require clarification, please contact [me directly/Insert Name/Title].

Regards,

[Insert Name]  
[Insert Title]  
[Organization Name]