# Suspension Pending Investigation

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**AttentionNote**: Before suspending an employee there may be factors you have not considered. Compliance with your organisational disciplinary policy and procedure is essential during an internal investigation.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME],

Re: Requirement to not attend work during an investigation

In circumstances where serious allegations are made against an employee or where an employee breaches [INSERT COMPANY NAME] policy or procedure, the employee may be instructed not to attend work pending an investigation.

[INSERT COMPANY NAME] has been made aware of allegations against you of which the details are as follows:

* [INSERT A BRIEF OUTLINE OF THE ALLEGATION OR BREACH].

[INSERT COMPANY NAME] has not made any assumptions regarding the accuracy of the allegations outlined above.

Due to the nature of the allegations, you are instructed not to attend work pending the completion of an investigation. You will be paid your ordinary time rate of pay during this period and are required to remain away from the workplace until further notice. During your absence you will be required to cooperate with the individuals conducting the investigation and to provide further information as requested to assist with the process.

It is envisaged the duration of the investigation will be [INSERT APPROXIMATE TIMEFRAME]. Once the investigation is complete you will be advised of the findings and be given a reasonable period of time to respond. In the event that the allegations are confirmed, disciplinary action may be taken against you in line with the [INSERT RELEVANT COMPANY POLICY], which may include termination of employment.

If you have any questions regarding any aspect of this letter, please do not hesitate to contact me on [INSERT CONTACT NUMBER].

Yours sincerely

[MANAGERS NAME]

[MANAGERS TITLE]