

■ Suspension Letter (Pending Investigation) Template

Ready-to-Use HR Template for Kenyan Workplaces

Prepared by EmmanuelHR

[Your Company Letterhead]

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Employee Number]
Position: [Job Title]
Department: [Department]

Subject: Suspension from Duty Pending Investigation

Dear [Employee Name],

This letter serves to inform you that you are hereby suspended from duty with effect from [Insert Date], pending the outcome of an internal investigation into allegations of [briefly state allegation, e.g., gross misconduct, insubordination, etc.].

The purpose of this suspension is to allow for an objective and unhindered investigation. Please note that this is a precautionary measure and not a disciplinary action or an assumption of guilt.

During the period of suspension:

- You will continue to receive your salary and benefits.
- You are required to remain available to assist with the investigation as needed.
- You must not enter company premises or communicate with staff unless authorized by HR.

The investigation is expected to be concluded within [Insert time frame, e.g., 14 days], after which you will be informed of the outcome and any further steps.

Should you have any questions, please contact the HR Department.

Yours sincerely,
[Name]
[Title]
[Signature]

Cc: HR Department
Employee File