
ADMINISTRATIVE LEAVE NOTICE

[Date]

[Employee name]

[Employee address]

Dear [Employee name],

As we discussed on [Date], this is to notify you that you are being placed on administrative leave effective immediately in accordance with [Policy name].

This administrative leave is to allow the department time to review the following allegation(s) that [briefly and in general terms describe the allegation].

This investigation will be conducted in a thorough manner and will be kept as confidential as possible. As a reminder, [Company Name] maintains an anti-retaliation policy that all employees are expected to adhere to (see attached).

As part of our investigation, we will be scheduling a meeting with you in order to discuss this matter. Please call or email me with your current contact information so that we may contact you to schedule this meeting.

If you have any questions related to other work issues or you need to come to the workplace for any reason during the period of administrative leave, please contact [supervisor name or human resources] at [telephone number and email address].

Sincerely,

[Name]

[Job title]

[Contact information]