[Company Name]

[Street Address] [City, ST ZIP Code] [phone number] [email]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

I am regretfully informing you that the company has decided to suspend you from the office on pending investigation for 15 working days exclusive of Sundays, starting from 6th June to 22nd June. This is because you have been alleged of sending the confidential password of company's database folder to one of our former employees. This could have become a very serious and crucial matter and result in drastic consequences if we didn't cope with the situation timely.

The company must investigate about who committed disloyalty and extreme violation of company's rule of privacy, set for all. As your name is in the list of doubtful employees who are alleged of this crime, but you are not guilty of charge up till now. Therefore, you are suspended on pay for the mentioned time.

The company wants to investigate the case without restraints of any kind and thus demands your full corporation in this matter. You are requested to remain intact with the company during your official timings in case the inquiry team needs to investigate you for further information.

Sincerely,

[Your Name]

[Title]