[Company Name]

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

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

It is to inform you that the company is facing a distinctive and serious issue from past one month. The intensity of this matter is increasing with every passing day and therefore we must take legal action to stop it. You must know that from one-month important gadgets from your respective department got missing. The printer, two laptops, and now a personal cellphone of an employee who just went out for 15 minutes have been stolen.

This is highly immoral and indecent act done by anyone in your department. Since the list which has been presented to me contains your name in dubious people, I must take the step of your suspension pending investigation.

You will be suspended on pay until further notice. If you are not guilty of this crime which I strongly hope to be true, then you shouldn't be worried about anything. However, the company still needs time to investigate this issue and demands your corporation.

Sincerely,

[Your Name]

[Title]