Date:

To

[Recipient Name]  
[Company Name]

RE: Suspension of [X] and [Y] for fuel stealing

We hope that everyone is in good health. This letter is supposed to be circular for the suspension of our two employees. It has come to our attention that these two employees Mr. (name of the person) and Mr. (name of the person) were stealing the fuel from the site.

The company (name of the company) has opened an investigation against them. The company (name of the company) would like to make this clear that both the employees would be subjected to a fair trial and would be allowed to provide proof and justifications for their actions. The investigation team would investigate all the details of the accounts and the justifications provided by both the employees and asses if the allegations made are true or false.

It is hereby directed to both Mr. (name of the person) and Mr. (name of the person) that they are suspended from performing their duties. The decision about their rejoining the company (name of the company) would be taken after looking at the report of the investigation. The investigation committee has been instructed to complete their investigation within 2 weeks and submit the report on the 3rd week of this month.

Moreover, the company (name of the company) has made another decision regarding this matter. The person’s name who reported these allegations would be kept a secret till the final decision.

It is advised to all the employees to come forward and tell the investigation committee if they know anything regarding this matter. Like the first person who made the initial allegations, anyone else who comes up with any information regarding this situation should feel safe as his name too would be kept a secret.

The purpose of this exercise is to develop a firm trust between the company (name of the company) and all the employees. Any sort of dishonesty would not be tolerated. Therefore, by taking this action the company (name of the company) intends to develop an example for the future so that no one tries to be fraudulent with the company. we would highly appreciate your cooperation.

Sincerely,

[Your Name]