Date:

To

[Recipient Name]  
[Company Name]

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

It has come to our attention that Mr. (name of the person) along with his colleague Mr. (name of the person) was involved in the stealing of fuel on-site. There is speculation that some other people have also participated in this act of stealing. The company has their names as well but the company (name of the company) has for now decided to give them the benefit of the doubt and keep their names a secret till we find solid proof against them.

An investigation team comprised of some senior employees of the accounting department and the shipping department has been created. This team will look at the account details submitted by the people whose actions are in question. The CEO of the company has strictly asked the investigation team to complete their investigation within the deadline given. The investigation report would be shared with every employee so that there is no ambiguity left that all the employee-facing this investigation were given a fair chance to prove their innocence.

As for Mr. (name of the employee) and Mr. (name of the employee) the company, after looking at the current proofs and the severity of the allegations made against them, has reached a decision to suspend them for the duration of the investigation. After the investigation is complete the company would decide to depend upon the findings of the investigation report if both the employees would be allowed to work and fired from their positions.

The purpose of this action is to find the black sheep in the company.  Your support for the company would be highly appreciated.

Sincerely,

[Your Name]