

[Company Name]  
[Department]  
[Date]

To: [Employee Name]  
Employee ID: [ID Number]

**Subject: Notification of Suspension Pending Discrepancy Review**

Dear [Employee Name],

This letter serves as formal notification that you are being placed on suspension, effective [Start Date], pending a formal review of discrepancies identified in [mention specific area, e.g., your recent financial reports, time logs, or inventory records].

This suspension is a procedural step to allow the company to conduct a thorough and objective investigation into the matter. It is not a disciplinary action or a pre-determination of any wrongdoing at this stage.

During this period of suspension:

- You [will/will not] receive your regular pay and benefits.
- Your access to company systems, email, and physical premises is temporarily revoked.
- You are requested to remain available during business hours to answer questions or provide clarification if needed.
- You should not contact other employees or clients regarding this matter until the review is complete.

The review is expected to be completed by [Estimated Date]. Once the review is finalized, you will be invited to a meeting to discuss the findings and determine the next steps.

If you have any company property currently in your possession, please return it to [Name/Department] by [Time/Date].

Should you have any questions regarding this process, please contact [Name of HR Representative] at [Phone Number/Email].

Sincerely,

[Signature]  
[Name of Manager/HR Lead]  
[Title]

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**Employee Acknowledgment:**

I acknowledge receipt of this notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_