

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Notice of Investigative Suspension

Dear [Employee Name],

This letter serves as formal notification that you are being placed on an investigative suspension, effective [Start Date], pending an internal investigation into excessive cash drawer shortages associated with your assigned register.

Management has identified the following discrepancies:

- Date: [Insert Date] - Amount Short: [Insert Amount]
- Date: [Insert Date] - Amount Short: [Insert Amount]
- Date: [Insert Date] - Amount Short: [Insert Amount]

This suspension is [paid/unpaid] and will remain in effect until the investigation is complete. During this period, you are not permitted to perform any work duties or enter company premises unless specifically requested by management for an interview.

Please be advised that this suspension is a procedural step to allow the company to review transaction logs and security footage. It is not a final disciplinary action. However, depending on the findings of the investigation, further disciplinary action may be taken, up to and including termination of employment.

We expect to conclude this investigation by [Insert Tentative End Date]. We will contact you at [Insert Phone Number/Email] to discuss the findings and your employment status.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the terms of my investigative suspension.

Signature: _____ Date: _____