**Employee Suspension – Keep in touch**

**Disciplinary Guidance:** This model letter should be used by the designated officer to notify the employee of any progress related to their suspension from work

Dear <name of employee>

**Suspension from work**

I refer to our conversation on <insert date> when I suspended you from your post of <insert post title> due to allegations of <details of allegation(s)> having been raised against you.

***For inclusion where the investigation is ongoing***

Please note that the investigation into the allegations against you is continuing. You will be contacted once I have received and considered the investigation report and have made a decision on whether or not a disciplinary hearing will be required.

or

***For inclusion where the investigation is complete***

Please note that the investigation into the allegations against you has been completed and I have received the investigation report from the investigating officer. You will be contacted once I have considered the investigation report and have made a decision on whether or not a disciplinary hearing will be required.

The suspension is with full pay and you remain in employment with the Council. You should therefore be available to attend meetings, as required, within your normal working hours and any failure to attend may lead to a suspension of pay and/or disciplinary action. In the event that you become unfit for work or unable to attend any necessary meetings due to sickness, you will no longer be entitled to full pay but may be entitled to sick pay in accordance with the Council’s Sick Pay entitlement.

You will be kept informed of developments. If you require any further support during this time please speak to your manager.

Please contact me if you have any questions regarding this letter.

Yours sincerely

Designated Officer