

NOTICE OF PRECAUTIONARY SUSPENSION

Employee Name	<input type="text"/>													
ID/ Passport	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													
Department	<input type="text"/>													
Date	<input type="text"/>													

Dear _____

We regret to inform you that you are hereby suspended from your position as _____ at _____ with immediate effect, on a precautionary basis. This decision has been made pending further investigation into the following matter(s):

Description of the Reason for Suspension:

Reasons for Suspension:

- To prevent any interference with the ongoing investigation.
- To protect the interests of all parties involved, including yourself.

Please Note:

- This suspension is precautionary and not a disciplinary action. You will continue to receive your full salary and benefits during this period.
- The duration of this suspension is expected to be _____, but could be subject to change based on the investigation's progress.
- You are required to make yourself available for any meetings or inquiries related to the investigation.
- You are not permitted to enter the company premises without prior arrangement or during the course of the investigation unless explicitly invited.

Your Rights:

- You are entitled to make representations regarding this suspension. Please submit any such representations in writing to _____ within _____ days from the date of this notice.
- You have the right to be fully informed of the allegations against you in due course, and to respond to these allegations.

**Next Steps:**

- An investigation will be conducted, and you will be informed of the outcome and any subsequent disciplinary procedures if applicable.
- You will be notified in writing of the decision to either lift the suspension or proceed with further action.

Should you have any questions or need clarification regarding this notice, please contact _____ at _____.

We appreciate your cooperation during this period.

Sincerely,

This template reflects current practices under South African labour legislation where precautionary suspensions are concerned, ensuring the employee's rights are acknowledged, including the right to make representations, which is not legally required but often advised for fairness. Remember, while this template aims for brevity, the specifics of each case might necessitate adjustments.