**Sample Letter Placing an Employee on Leave for Administrative/Civil and Work-Related Leave**

**Pending Internal Investigation**

**NOTE:**

* Insert on department letterhead.
* Insert information where appropriate (see highlighting)
* Remove all highlighting (and associated text as appropriate)
* Please consult with Human Resources prior to issuance.

[Date]

[Employee]

[Address]

[Address]

Dear [Employee],

This letter is to inform you that you are being placed on paid leave while the university conducts an internal investigation. When the investigation is completed, a decision will be made as to whether further action is needed.

You are required to cooperate with any university employees who may contact you during this internal investigation. You shall not initiate any contact with [college/department/worksite] staff regarding work related issues unless requested to do so as part of the investigation. Further, you shall not be present at any [college/department/worksite] facility during the investigation.

You are to surrender any outstanding university property you have immediately. This includes but is not limited to your employee identification badge, office keys, key card, vehicle and vehicle keys, laptop, cell phone, camera, and any other equipment. You shall not access any university computer systems or computers, including its wireless networks.

You must provide [me/your supervisor/ name] with a telephone number where you can be reached on weekdays during regular business hours, and you must be available to return to work immediately upon request, unless your immediate supervisor has approved other leave in advance. Failure to be available on request may result in disciplinary action, up to and including termination of employment.

If you have any questions regarding this action, please [call/contact] [me/name], at [telephone number].

Sincerely,

[Name]

[Title]

cc: Specify others in chain of command with title