APPENDIX – Administrative Leave Pending Investigation

[Employee name]

[Address]

[Date]

Dear [Employee/Person’s name]

I am writing to confirm that you have been placed on administrative leave with pay pending an investigation into the following allegation(s) of misconduct:

[Summary of issues being investigated in bullet points]

Administrative leave does not amount to disciplinary action and does not imply that you violated City policy. We will investigate as promptly as possible under the circumstances and aim to make the period of administrative leave no longer than is necessary.

You are required to co-operate in our investigations and may be required to attend investigatory interviews. You should not attend the workplace unless authorized by [NAME] to do so. You must not communicate about this investigation with any of our employees, contractors or customers unless authorised by [NAME]. However, you are required to be available to answer any work-related questions.

If we consider that there are grounds for disciplinary action we will inform you of those grounds in writing [and you will have the opportunity to state your case at a hearing, in accordance with the Personnel Policy, Charter, State Law, etc.]

If you have any questions about this matter or the terms of your administrative leave, please feel free to contact me.

Sincerely,

(**Note:** To ensure confidentiality of the complaint, consider hand-deliver or sending this in a sealed envelope, preferably to the complainant’s home address, marked “Personal and Confidential — to be opened by addressee only.”)