

Subject: Notice of Administrative Leave

Dear [Employee's Name],

I hope this message finds you well. We are writing to inform you that you will be placed on administrative leave effective [start date] until [end date]. This decision is temporary and has been made to [brief reason if applicable, e.g., conduct necessary investigations, allow for personal time, etc.].

During this period, we ask that you refrain from communicating with colleagues about work-related matters. Please ensure that all company property is secured, and reach out to [Supervisor/HR contact name] if you have any questions or need assistance.

We appreciate your understanding and cooperation during this time.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]