

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Department]
[Company Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally inform you that you are being placed on administrative leave, effective [start date], due to [brief reason for leave, e.g., ongoing investigation, personal reasons, etc.]. This decision is in accordance with company policy and is intended to allow for a thorough review of the matter at hand.

During this period of administrative leave, you are expected to [any expectations regarding communication, company property, etc.]. Your leave will be compensated according to your regular salary and benefits, and is expected to last until [expected date of return, if known or state that it will be communicated later].

Please understand that this action is not a disciplinary measure, but rather a necessary step to ensure fairness and transparency. If you have any questions or need further clarification regarding this action, feel free to reach out to your supervisor or the HR department.

Thank you for your understanding during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]