

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Administrative Leave Notification

We are writing to formally notify you that you have been placed on administrative leave effective [start date]. This action is being taken as part of a [brief reason for leave, e.g., "routine review," "ongoing investigation," etc.].

During this leave period, you are not to report to work or engage in any work-related activities. Your pay and benefits will [explain status of pay and benefits, e.g., "continue as per company policy," "be suspended during the leave," etc.].

We understand that this may be a concerning time for you. We assure you that we are committed to handling this matter with fairness and confidentiality. You will receive further communication regarding the next steps in this process.

If you have any questions or require further information, please do not hesitate to contact [HR representative or your supervisor's name] at [phone number] or [email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]