

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

Subject: Administrative Leave Notice

I hope this message finds you well. This letter serves to formally notify you that you are being placed on administrative leave, effective [start date of leave], due to [brief explanation of reason, e.g., ongoing investigation, personal matters, etc.].

The administrative leave will last until [end date of leave, if known], during which time you will continue to receive your regular compensation and benefits. Please note that this leave is intended to ensure that we handle the matter with the utmost consideration and fairness.

During your leave, we ask that you refrain from contacting other employees regarding this matter and remain available for any necessary communications from the management team.

We appreciate your understanding and cooperation during this time. If you have any questions or require further clarification, please feel free to reach out to me directly at [your phone number] or [your email address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]