

[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 inform you that you are placed on administrative leave effective [start date] through [end date]. This decision is necessary due to [brief reason for leave, e.g., ongoing investigation, health concerns, etc.].

During this period, you are expected to refrain from attending work or engaging in work-related activities. You will continue to receive [information about pay, benefits, etc.].

Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]