

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Department]  
[Employee's Address]  
[City, State, Zip Code]

Subject: Administrative Leave Notice

Dear [Employee's Name],

I am writing to inform you that you are placed on administrative leave effective [start date] through [end date]. This leave is necessary due to [brief reason for administrative leave, e.g., an ongoing investigation, personal issues, etc.].

During this period, you are expected to [any expectations during the leave, e.g., remain available for communication, refrain from accessing company premises, etc.]. Please note that your pay and benefits will remain [specify if they will continue or not].

We will schedule a meeting to discuss this matter further on [date of meeting, if applicable]. Please feel free to reach out to me if you have any questions or need further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]