

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Administrative Leave

We are writing to inform you that you are being placed on administrative leave effective [start date] until [end date or "further notice"]. This decision is part of our ongoing review and is not a reflection of your performance or behavior.

During your leave, you are not to report to work, and you are to refrain from any work-related duties unless otherwise instructed. Please ensure that you remain available for any necessary communication during this period.

We appreciate your understanding in this matter. Should you have any questions or require further clarification, please feel free to reach out to [HR contact name] at [HR contact phone/email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]