**SUSPENSION AND QUERY LETTER TEMPLATE**

1. Suspension Letter

[Your Company Name Here]

Date: [Insert Date]

To: [Employee Name]

Position: [Employee’s Position]

Department: [Department Name]

Subject: Suspension from Duty

This letter serves as formal notification of your suspension from duty with immediate effect, pending further investigation into allegations of misconduct.  
  
Your actions on [Insert date or dates of incident] have been deemed inconsistent with the standards and expectations of our organization. Specifically, the issues raised involve: [Insert brief description of misconduct or violation].

In line with our HR Policy, you are hereby suspended for a period of [Insert number of days] working days, starting from [Start Date] to [End Date]. During this period, you are not expected to report to work or represent the company in any capacity. You will be contacted if your presence is required for any investigatory hearing.

You are required to return all company property in your possession during this time and maintain confidentiality regarding any company matter.  
  
We take this step to uphold our commitment to professionalism, accountability, and a productive workplace. The outcome of the investigation will be communicated in due time.

Yours faithfully,

[Authorized Name]

[Designation]

[Company Name]

2. Query Letter

[Your Company Name Here]

Date: [Insert Date]

To: [Employee Name]

Position: [Employee’s Position]

Department: [Department Name]

Subject: Official Query for Misconduct

This letter is to officially query your actions observed on [Insert date of incident], which may amount to a breach of our organization’s conduct and policies.

You were reported to have [Insert specific misconduct], which is contrary to the values and rules of [Company Name]. This behavior is considered serious and unprofessional.

You are hereby given 48 hours from the receipt of this letter to explain in writing why disciplinary action should not be taken against you for this incident.  
  
Failure to respond within the stipulated time may result in further disciplinary measures, which may include suspension or termination.  
  
Kindly treat this matter with urgency.

Yours sincerely,

[Authorized Name]

[Designation]

[Company Name]