**Standing-Down the Employee template letter**

Before terminating a staff-member there may be factors you have not considered that could result in liability for [TAFE]. Please contact HR for advice and assistance with this process.

**PRIVATE AND CONFIDENTIAL**

Date

Name

Address

Address

Dear Name

**Re: Requirement to not attend work during an investigation**

In circumstances where serious allegations are made against an employee or where an employee breaches [TAFE] policy or procedure, the employee may be instructed to not to attend work pending an investigation.

[TAFE] has been made aware of allegations against you of which the details are as follows:

[insert a brief outline of the allegation or breach].

[TAFE] has not made any assumptions regarding the accuracy of the allegations outlined above.

Due to the nature of the allegations you are instructed not to attend work pending the completion of an investigation. You will be paid your ordinary time rate of pay during this period and will be required to remain away from the workplace until further notice. During your absence you will be required to cooperate with the individuals conducting the investigation and to provide further information as requested to assist with the process.

It is envisaged the duration of investigation will be [insert approximate timeframe]. Once the investigation is complete you will be advised of the findings and be given a reasonable period to respond. If the allegations are confirmed, disciplinary action may be taken against you in line with company policy, which may include termination of employment.

You are warned that you are not to contact potential witness or the complainant whilst this investigation is in place. Should you make such contact your services will be terminated summarily (ie without notice).

If you have any questions regarding any aspect of this letter, please do not hesitate to contact me.

Yours sincerely

Manager name

title