

Sample- Suspension from Employment (Statutory law employee)

20 September 2007

Ms
Singapore 507134

Dear

Suspension from Work

We refer to the record of the minutes taken Shirley Tan on 15 September at about 1000 hours at the HR department. Specifically, on the day of the meeting with Mr Lee, you stated that you had recommended an agent to the potential buyer for \$1,000,000. By making such confession, we wish to put forth that you had breached the company's rules and regulations with regard to the sales of company properties in which you were tasked to sell for the company.

By referring to a agent, we wish to press the misconduct charges on you as follows:

- 1st charge - you breached the company's rules and regulations governing the sale of properties;
- 2nd charge - you are alleged to have accepted gratification from the real estate agent in that by referring to the real estate agent, you have been paid a some of money for referral; and/or
- 3rd charge - you are alleged to have conspired with the agent to cheat the company ie the agent will be paid a commission by the company, and you have taken a share from the agent, thereby taken a share of the commission.

In view of the above, as the company is required to conduct an investigation to the specific misconduct charges frame against you, you will be suspended from duty with immediate effect. Please note that whilst you are under suspension, you will still be paid half day salary.

Please be informed that whilst under suspension, you may be called upon by the company at anytime to assist in our investigation. Therefore, please do keep your handphone switched on at all times.

In the event that you fail to cooperate or to assist in our investigation, we wish to put forth that it is also against a breach of the company's rules and regulation. This is not withstanding that it will be adverse to you as far as the charges that were pressed against you

Yours sincerely

Director of Human Resources