**LETTERHEAD**

DATE

EMPLOYEE NAME

ADDRESS

ADDRESS

Dear EMPLOYEE NAME:

I have recently become aware that you may have engaged in inappropriate and prohibited conduct involving XXXXXXXXX. These allegations are currently being investigated.

Effective immediately, you are being placed on leave SPECIFY “WITH PAY” OR “WITHOUT PAY” (Contact HR for guidance) pending the outcome of the investigation. During the course of this investigation, you are prohibited from returning to the workplace and from contacting any Bulloch County employee in an effort to influence the outcome of the investigation or to otherwise discuss these allegations.

We will keep you informed of the status of the investigation. In the meantime, please make yourself available during normal working hours in the event I need to contact you with questions or further instructions.

Sincerely,

SUPERVISOR/DEPT DIRECTOR NAME

SUPERVISOR/DEPT DIRECTOR TITLE

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**EMPLOYEE ACKOWLEDGMENT OF RECEIPT**

*(Signature below acknowledges receipt only)*

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 Signature Date