Enter a date

**VIA: Personal Delivery**

Enter employee name

Enter street address

Enter city, state, and zip code

**RE: Administrative Leave**

Dear Enter employee name:

This letter is to confirm, in writing, our conversation on Enter a date wherein I placed you on paid administrative leave, until further notice, pending further investigation regarding the possible violation of professional conduct as defined in Enter section of agreement/MOU of the Nebo School District Enter name of agreement.

Sincerely,

Enter school/department/district name

Enter name

Enter title

cc: District Personnel File

My signature below acknowledges that I have received a copy of this letter on the date indicated.

|  |  |  |
| --- | --- | --- |
|  |  | Enter a date |
| Enter name of employee |  | Date |