Enter a date

**VIA: U.S. Certified Mail – Return Receipt No.** Enter certified receipt number

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