

Official Suspension Letter

Subject: Notice of Suspension

Dear [Employee's Name],

After thorough review of the incident on [date], it has been determined that your actions violated [company policy or rule]. Due to the seriousness of this matter, you are hereby suspended from your duties without pay for [number of days] effective from [start date] to [end date].

During this period, you are expected to reflect on the situation and ensure that such behavior does not recur. Upon your return, you will be required to meet with your supervisor and HR to discuss next steps and performance expectations.

Failure to demonstrate improvement may result in further disciplinary action, up to and including termination.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

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