

# Suspension Letter

[Your Name]

[Your Title]

[Company Name]

[Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Re: Suspension Notice

I am writing to inform you that due to [specific issue], we have determined that a suspension is necessary to address this matter effectively. This decision is not taken lightly, and it is based on a thorough review of the situation.

Effective [start date of suspension], you are placed on a suspension without pay for [duration of suspension]. During this time, you are expected to reflect on the situation, consider the impact of your actions, and make the necessary changes to prevent similar incidents in the future.

Please be aware that any further violations of company policies or unsatisfactory behavior may result in more severe disciplinary action, up to and including termination of your employment.

You will be required to attend a meeting with [HR contact/person] on [date of meeting] to discuss your suspension and expectations during this period. Failure to attend this meeting will be considered a serious breach of company policies.

Please sign and return the attached copy of this letter to acknowledge receipt and understanding of the terms of your suspension.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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