

Suspension Disciplinary Letter

Subject: Suspension Notification

Dear [Employee Name],

Due to [Reason, e.g., repeated misconduct, violation of safety rules], you are hereby suspended from your duties starting [Start Date] until [End Date].

During this period, you are required to remain off company premises and refrain from performing any work-related tasks.

Please contact HR for further clarification or to discuss your return to work.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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