

Immediate Suspension Letter

Subject: Immediate Suspension Notice

Dear [Teacher Name],

This letter is to inform you of your immediate suspension from duties effective [Date], pending investigation into [incident/complaint]. You are requested not to engage in any teaching activities or school functions during this period.

A meeting will be scheduled on [Date] to discuss the matter. Cooperation is expected throughout the investigation process.

Sincerely,

[Principal Name]

[School Name]

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