

Suspension Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, effective [Insert Effective Date], you are hereby suspended from your position at [Company Name] due to [reason for suspension]. This suspension will last for [duration of suspension].

Please note that during this suspension period, you are required to refrain from engaging in any work-related activities and you must not enter the company premises without prior permission.

We encourage you to take this time to reflect and address the issues that have led to this decision. A meeting has been scheduled for [Insert Meeting Date] to discuss the situation further and to explore possible steps moving forward.

If you have any questions regarding this notice, please do not hesitate to reach out directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]