

Suspension Notice

Date: [Insert Date]

Name: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice of suspension due to repeated misconduct. Despite previous warnings and discussions regarding your behavior, there have been further incidents that violate company policies.

Specific Instances of Misconduct:

- [Description of incident 1]
- [Description of incident 2]
- [Description of incident 3]

Your suspension will commence on [Start Date] and will last until [End Date]. During this period, you are not permitted to come to the workplace or engage in any work-related activities.

We encourage you to reflect on your conduct during this time. A meeting will be scheduled upon your return to discuss your future with the company.

If you have any questions or require further clarification, please do not hesitate to reach out to [Supervisor's Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]