

# Employment Status Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Title]

Subject: Employment Status Update Post-Suspension

Dear [Employee's Name],

We are writing to formally update you on your employment status following the recent suspension.

After a thorough review and consideration of the circumstances surrounding your suspension, we have concluded the following:

- Your suspension period will officially end on [Insert Date].
- Effective immediately, you are welcomed back to work on a [full-time/part-time] basis.
- A meeting has been scheduled for [Insert Date and Time] to discuss your reintegration into the team and any support you may need.

Please be advised that you are expected to adhere to all company policies moving forward.

If you have any questions or require further clarification, please do not hesitate to reach out.

Welcome back, and we look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]