

# Employment Suspension Notice

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that, effective immediately, your employment will be suspended for a period of [insert duration] due to ongoing performance issues that have not improved despite previous discussions and support offered.

The specific performance concerns include:

- [Performance Issue 1]
- [Performance Issue 2]
- [Performance Issue 3]

This suspension is a necessary step as we believe it is essential to address these issues adequately. You will be expected to reflect on your performance and consider steps for improvement during your suspension period.

During your suspension, you are not permitted to perform any work-related duties or access company premises without prior approval. You will continue to receive [insert relevant information regarding pay, benefits, etc.].

We appreciate your cooperation and expect you to take this matter seriously. A performance review meeting will be scheduled prior to your return to address your progress and any potential next steps.

If you have any questions or concerns regarding this matter, please do not hesitate to reach out to [Insert Contact Person/HR Department].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]