

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 of your temporary suspension from your position due to violations of company policy as outlined in our employee handbook. This suspension is effective immediately as of [Insert Effective Date] and will last for [duration of suspension].

The specific policy violations include:

- [Describe Policy Violation 1]
- [Describe Policy Violation 2]
- [Describe Policy Violation 3]

During your suspension, you are prohibited from entering company premises and engaging in company-related activities. You are encouraged to use this time to reflect on your actions and the importance of adhering to company policies.

We expect you to return to work on [Insert Return Date]. Your first day back will include a mandatory meeting with [Supervisor/Manager's Name] to discuss how to move forward positively.

If you have any questions regarding this notice, please do not hesitate to contact [HR Representative's Name] at [HR Phone Number] or [HR Email Address].

We hope that you will take this opportunity to reflect on the situation and return to work ready to align with our company standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]