

# Job Suspension Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that effective [Start Date of Suspension], your employment with [Company Name] will be temporarily suspended due to [reason for suspension, e.g., company policy violation, ongoing investigation, etc.]. This suspension is in accordance with our disciplinary procedures.

The suspension will remain in effect until [End Date of Suspension] or until further notice, at which time we will contact you to discuss the next steps.

During this period, you are not to report to work and will not be compensated. If you have any questions or concerns regarding this matter, please do not hesitate to reach out to [HR contact or supervisor's name] at [contact information].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]