

# Temporary Job Suspension Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that due to [reason for suspension], your employment will be temporarily suspended, effective from [start date] to [end date]. During this period, you are not required to report to work.

We appreciate your dedication and hard work, and we understand that this may be difficult. Please use this time to [briefly mention any possibility for training, projects, etc. if applicable].

Our team will be available to assist you with any questions or concerns you may have during this time. We hope to reinstate your position under the usual terms and conditions after the suspension period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]