

Employer Engagement Suspension Notice

Date: [Insert Date]

[Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Name],

We are writing to inform you that as of [Insert Suspension Date], your engagement with [Organization/Company Name] has been suspended. This decision has been made due to [briefly explain reason for suspension, e.g., non-compliance with terms, conduct issues, etc.].

During this suspension period, you are prohibited from [list any restrictions, e.g., accessing company premises, communicating with staff, etc.]. Further, please note that this suspension will remain in effect until [insert duration of suspension or condition for reinstatement].

We recommend that you take this time to address the issues related to the suspension and consider our feedback seriously. A follow-up meeting will be scheduled on [insert date] to discuss the situation and potential next steps.

If you have any questions or need clarification, please do not hesitate to contact [Insert Contact Person's Name] at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]