

Suspension Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Employee ID: [Employee's ID]

Dear [Employee's Name],

This letter serves as a notice of your suspension from [Company Name] effective immediately. The duration of your suspension will be [number of days/weeks]. This action is taken in light of [brief explanation of the reason for suspension, e.g., violation of company policy, misconduct, etc.].

During the suspension period, you are not to report to work and will not receive pay. We encourage you to use this time to reflect on the situation. You are required to meet with [Supervisor's Name/HR] on [date] to discuss your conduct and any further actions that may be necessary.

If you have any questions or require further clarification, please contact [Contact Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]