

Pre-Suspension Alert

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notification regarding a pre-suspension alert related to your employment with [Company Name]. It has come to our attention that certain actions may require disciplinary measures, which could lead to suspension.

The specific issues that have raised concerns include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

You are invited to meet with [Supervisor/HR name] on [Date] at [Time] to discuss these matters further. This meeting will provide you an opportunity to respond and present any relevant information.

Please treat this matter with utmost seriousness. We encourage you to reflect on the importance of adhering to company policies and standards.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]