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EMPLOYEE SUSPENSION LETTER

Employee

Dear _____,

Good day! The purpose of this letter is to let you know that an official suspension will be implemented for you for _____ days. The reason for the suspension is

Our employees have strict guidelines in terms of the rules and regulations that you violated above. These guidelines were explained during the orientation and while you are in the operation or production. You signed a document indicating that you understand the specified rules and you agree to follow them. Failure to comply can result in disciplinary action, suspension, or termination.

Please be aware that/these violation/s were carefully investigated and assessed before providing appropriate penalties. On _____, the penalty listed above was decided to be applied to you and that is suspension.

You can request or file for an appeal so that you can provide your own explanation and clarify this if you wanted to.

Sincerely,

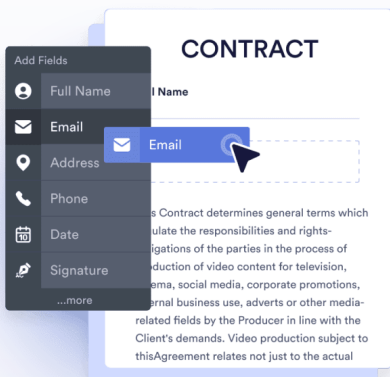


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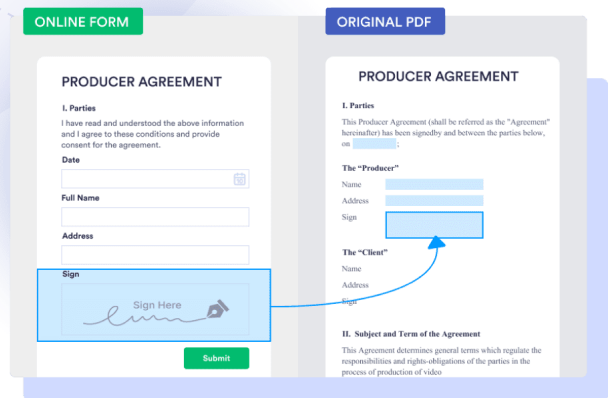
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