

# EMPLOYEE SUSPENSION LETTER

## To Employee

Dear \_\_\_\_\_,

The purpose of this letter is to formally notify you that an official suspension will be implemented for you for \_\_\_\_\_ days starting from \_\_\_\_\_. The reason for the suspension is as follows;

Company policies were explained to all employees during the orientation. You signed a document indicating that you understand the specified rules and policies and you agree to follow them. Failure to comply can result in disciplinary action, suspension, or termination.

During the suspension period, you are not permitted to enter the Company premises or access Company systems without prior written approval. During the suspension period, an investigation will be conducted to examine the incident. You may be required to participate in this investigation, and your cooperation is expected. You have the right to respond to this notice. If you wish to provide any additional information or clarification regarding the incident, please submit your response in writing to \_\_\_\_\_ Department.

If you have any questions or need further clarification, please do not hesitate to contact us via \_\_\_\_\_ or \_\_\_\_\_.

Sincerely,

**Noticer**

**Name**

**Date**

**Signature**

\_\_\_\_\_



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