

Suspension Letter



Dear _____,

After careful evaluation and consideration over the facts and circumstances which transpired on _____, it has been determined that you have violated the Company's Code of Conduct.

Following the incident above, the Disciplinary Board decided that you are suspended from your position of _____ for _____ days. Your suspension shall begin on _____ and shall continue for _____ working days and shall report to office on _____.

This decision has been made after careful consideration of the situation and in accordance with our Company's policies and procedures. Any grievance over this said resolution may be appealed under the provisions of the Company Code of Discipline.

We remind you that the decisions of the Disciplinary Board are prosecutable, and it is expected from you to work within the framework of ethical rules in the future.

Sincerely,

HR Director of _____

Name

Date

Signature

The Employee

As of the date of _____, I receive this Letter of Suspension.

Name

Signature



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