

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Suspension for Repeated Inappropriate Language

Dear [Employee Name],

This letter serves as formal notification that you are being suspended from your position at [Company Name] for a period of [Number] days, effective [Start Date] through [End Date]. You are expected to return to work on [Return Date].

This disciplinary action is being taken due to your repeated use of inappropriate and unprofessional language in the workplace. Despite previous [verbal/written] warnings issued on [Date of Previous Warning(s)], your conduct has not met the standards outlined in our Code of Conduct and Anti-Harassment Policy.

Specifically, the following incidents were noted:

- [Date/Description of incident 1]
- [Date/Description of incident 2]

During this unpaid suspension, you are prohibited from entering company premises or accessing company systems. We hope this time allows you to reflect on the seriousness of these violations.

Please be advised that any further instances of inappropriate language or conduct upon your return will result in further disciplinary action, up to and including termination of employment.

Sincerely,

[Signature]

[Name of Supervisor/HR Manager]
[Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this notice and understand the reasons for this suspension.

Signature: _____ Date: _____