

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Disciplinary Suspension

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a disciplinary suspension without pay from your position as [Job Title].

Details of Suspension:

- **Duration:** [Number] working days
- **Start Date:** [Start Date]
- **Return to Work Date:** [Return Date] at [Time]

Reason for Suspension:

This action is being taken due to [Description of misconduct or policy violation]. Specifically, on [Date of incident], it was determined that [Details of the behavior/incident]. This behavior is a violation of company policy regarding [Policy Name/Section].

Previous Actions:

[Optional: Mention previous verbal or written warnings if applicable, e.g., "This follows a previous written warning issued on (Date) regarding similar conduct."]

Expectations Upon Return:

Upon your return to work, you are expected to [Specific improvement required]. Failure to improve performance or any further violations of company policy may result in further disciplinary action, up to and including termination of employment.

During this suspension, you are not permitted to report to work, access company systems, or conduct any business on behalf of the company.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter.

Signature: _____ Date: _____