

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

Subject: Notice of Unpaid Disciplinary Suspension

Dear [Employee Name],

This letter serves as formal notification that you are being placed on an unpaid disciplinary suspension from your position at [Company Name].

Duration of Suspension:

The suspension will last for [Number] working days. It will begin on [Start Date] and end on [End Date]. You are expected to return to work on [Return Date] at your regular scheduled time.

Reason for Suspension:

This disciplinary action is being taken due to the following incident(s) or performance issue(s): [Insert detailed description of the incident, date of occurrence, and specific policies violated].

Previous Warnings:

This decision was made after considering your prior disciplinary record, which includes: [List previous warnings or "N/A if this is a first offense"].

Expectations Upon Return:

Upon your return to work, we expect immediate and sustained improvement in your conduct and performance. Failure to correct these issues 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 perform any work for the company, access company systems, or enter company premises without prior authorization.

Please sign below to acknowledge that you have received this letter and understand the terms of your suspension.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____