

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: Notice of Disciplinary Suspension**

Dear [Employee Name],

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

**Reason for Suspension:**

This action is being taken due to the following workplace misconduct:

[Insert detailed description of the incident, including dates and violated company policies].

**Suspension Details:**

The suspension is [Unpaid/Paid] and will last for a period of [Number] working days.

The suspension starts on: [Start Date]

You are expected to return to work on: [Return Date]

**Terms of Suspension:**

During this period, you are prohibited from entering company premises and accessing company systems (email, internal networks, etc.) without prior written authorization from management.

You should not perform any work-related duties during this time.

**Expectations upon Return:**

Upon your return, we expect an immediate and sustained improvement in your conduct. Failure to correct this behavior or any further violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

If you have questions regarding this notice, please contact [HR Name/Manager Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Manager Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the terms of my suspension.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_