

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Disciplinary Suspension for Safety Violation

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a disciplinary suspension without pay for a period of [Number] days, effective from [Start Date] to [End Date]. You are expected to return to work on [Return Date].

This action is being taken due to a violation of company safety protocols that occurred on [Date of Incident]. Specifically, the incident involved:

[Insert detailed description of the safety violation and the specific policy or safety rule that was breached].

Safety is a core priority at [Company Name]. Your actions on the aforementioned date created an unsafe environment for yourself and your colleagues. This behavior is in direct violation of our Employee Handbook and Safety Guidelines.

Please be advised that this is a serious matter. During your suspension, you are not permitted to enter company premises or perform any work-related duties. Upon your return, you will be required to [Optional: attend a safety retraining session / meet with the Safety Officer].

Future violations of safety procedures or further disciplinary issues may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the reasons for my suspension.

[Employee Signature]

[Date]