

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

Subject: Notice of Suspension

Dear [Employee Name],

This letter is to formally notify you that you are being suspended from your duties at [Company Name], effective [Start Date of Suspension].

This suspension is a result of a violation of company policy regarding: [Specific Policy Name/Reference]. Specifically, the following incident(s) occurred: [Brief description of the violation/incident].

Details of Suspension:

- **Type:** [Paid / Unpaid]
- **Duration:** [Number of days/weeks]
- **Expected Return Date:** [Return Date]

During this period, you are prohibited from performing any work for the company, accessing company systems, or visiting company premises unless authorized by HR. An investigation into this matter [is ongoing / has been completed].

Please be advised that further violations or failure to improve conduct may result in additional disciplinary action, up to and including termination of employment.

You are required to attend a meeting on [Date] at [Time] with [Name/Department] to discuss this matter further before your return to work.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Job Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____