

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

From: [Supervisor Name/HR Department]

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, effective [Start Date] through [End Date]. You are expected to return to work on [Return Date] at [Start Time].

This action is being taken as a result of a workplace altercation that occurred on [Date of Incident] at [Location of Incident]. Specifically, it was determined that your conduct involved:

- [Description of behavior, e.g., verbal aggression/physical contact]
- Violation of Company Policy [Policy Name/Number]
- Failure to maintain professional standards of conduct

The company conducted an investigation into this matter, which included [mention brief details, e.g., witness statements/review of security footage]. It was concluded that your actions were in direct violation of our workplace violence and code of conduct policies.

During your suspension, you are prohibited from entering company premises and must not perform any work-related duties or contact colleagues regarding business matters.

Please be advised that this is a final warning. Any further instances of misconduct or violation of company policy may result in further disciplinary action, up to and including immediate termination of your employment.

Upon your return, we will meet at [Time] to discuss expectations moving forward. Please sign a copy of this letter to acknowledge that you have received and understand the terms of this suspension.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the reasons for my suspension.

[Employee Signature]

[Date]