

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Home Address]

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].

This action is being taken due to your violation of the Company's Substance Abuse Policy. Specifically, this decision is based on the following incident/findings:

[Insert details: e.g., positive drug/alcohol test result dated MM/DD/YYYY, or observation of impairment on MM/DD/YYYY].

The use of illegal drugs or alcohol in the workplace, or reporting to work under the influence, is a serious violation of company policy and safety standards. This behavior is unacceptable and will not be tolerated.

During this suspension, you are prohibited from entering company premises or performing any work-related duties.

As a condition of your continued employment and return to work, you must:

- [Optional: Complete a mandatory evaluation through the Employee Assistance Program (EAP)]
- [Optional: Provide a negative drug/alcohol test result prior to return]
- [Optional: Comply with a Last Chance Agreement]

Please be advised that any further violations of company policy, including further substance abuse infractions or performance issues, will result in further disciplinary action, up to and including immediate termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

[HR Representative Signature]
[HR Representative Name]

Employee Acknowledgment:

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

[Employee Signature] / [Date]