

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

From: [Manager Name/HR Department]

Subject: Notice of Suspension - Unresolved Quality of Work Issues

Dear [Employee Name],

This letter serves as formal notification that you are being suspended from your position as [Job Title], effective [Start Date of Suspension] until [End Date/Return Date].

This decision follows several documented discussions and previous warnings regarding the quality of your work. Specifically, the following issues remain unresolved:

- [Description of specific quality issue 1]
- [Description of specific quality issue 2]
- [Reference to previous Performance Improvement Plan or warnings dated XX/XX/XXXX]

Despite previous feedback and opportunities to improve, your performance has not met the required standards of the company. As a result, this suspension is being issued as a disciplinary measure.

Terms of Suspension:

- The suspension is [paid/unpaid].
- You are not permitted to perform any work duties or access company systems during this period.
- You are required to return to work on [Date] at [Time].

Upon your return, we will meet to discuss a final expectations agreement. Please be advised that failure to demonstrate immediate and sustained improvement in your work quality following this suspension may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

Employee Acknowledgment:

Signature: _____ Date: _____