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# Suspension Letter



Dear \_\_\_\_\_,

After careful evaluation and consideration over the facts and circumstances which transpired on \_\_\_\_\_, it has been determined that you have violated the Company's Code of Conduct.

Following the incident above, the Disciplinary Board decided that you are suspended from your position of \_\_\_\_\_ for \_\_\_\_\_ days. Your suspension shall begin on \_\_\_\_\_ and shall continue for \_\_\_\_\_ working days and shall report to office on \_\_\_\_\_.

This decision has been made after careful consideration of the situation and in accordance with our Company's policies and procedures. Any grievance over this said resolution may be appealed under the provisions of the Company Code of Discipline.

We remind you that the decisions of the Disciplinary Board are prosecutable, and it is expected from you to work within the framework of ethical rules in the future.

Sincerely,

**HR Director of** \_\_\_\_\_

Name

Date

**Signature**

\_\_\_\_\_

**The Employee**

As of the date of \_\_\_\_\_, I receive this Letter of Suspension.

Name

**Signature**

\_\_\_\_\_



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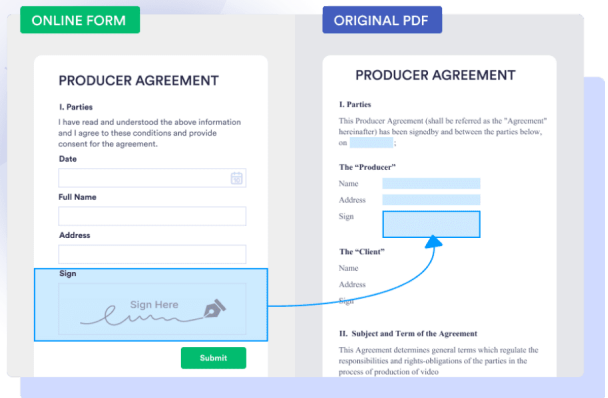
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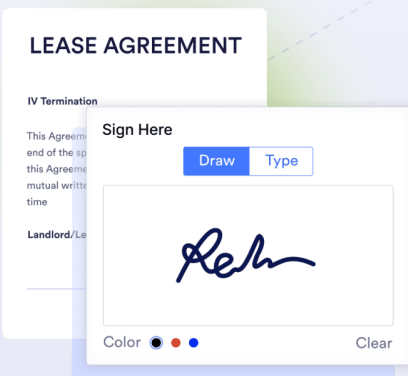
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