

[Date]

[Company Name]

[Company Address]

To,

[Employee Name]

[Employee Designation]

[Department]

Suspension Letter for Workplace Violation

Dear [Employee Name],

This letter serves as formal notification of your suspension from duties at [Company Name], effective [Start Date], due to violation of workplace policies. This decision has been taken after a thorough review of the incident that occurred on [Date of Incident], which constitutes a breach of the following company policy: [Specify the violated policy/ies].

You are hereby suspended for a period of [Number of Days] working days, starting from [Start Date] to [End Date]. During this period, you are not required to report to work and are prohibited from entering company premises without prior written permission from management.

Please consider this letter as an opportunity for you to reflect on your actions. Further violations may result in more severe disciplinary action, including possible termination of employment.

You are requested to submit a written explanation regarding the incident by [Submission Date]. For any clarification, you may contact the Human Resources department.

Sincerely,

[Name of Issuer]

[Designation]

[Department]

[Company Name]