Date: ……………..

**To   
Mr. XYZ  
………………….**

**Divine IT Limited**

**Subject: – Suspension notice**

Dear Mr. XYZ,

This is a notice by Divine IT Limited that you are suspended from your position of **Sr. Business Analyst** until further notice.

This action is being taken on the ground of the delay of project timeline for 3 Months. You have failed to complete the project in due time. Moreover you are engaged in a business out of the office and these are the gross misconduct of company code of contract.

During this period of suspension; you will not attend your workplace other than for the purpose of attending a disciplinary hearing. Without the company's consent, you will not contact with any other employees and customers of the company, except your representative in any disciplinary proceeding.  
In the next few days, you will have to attend a disciplinary hearing where this matter can be discussed in.

After receiving this notice, you are requested to report to HRD.

Kindly treat this as very urgent.

Sincerely,

Fatema Farhana Tanbeer  
Asst. Manager, HRD

Divine IT Limited.

Copy To:

* COO & CEO
* Managing Director
* HR, Manager
* Admin & Accounts