**Job Suspension Letter**

**Job Suspension Letter Format**

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| **SUSPENSION NOTICE**  **Company Name**  **Current Date**  To: [Full Name],  Contract Job Title.  Re: Notice of Immediate Suspension.  **Dear [Employee’s Name]:**  This is a notice from the Company that you will be suspended from your position of employment as of [Current Date].  This action is being taken due to your breach of: [Insert reason for suspension, such as misconduct or poor performance]. According to [Insert appropriate corporate suspension policy guidelines], this suspension will last from [Start Date] until [End Date].  Regarding your employment suspension, I am providing a packet of information for your reference. I strongly advise you to read this in order to fully comprehend your rights and obligations about your suspension from [Company Name].  Please contact the [concerned person] regarding this suspension if you have any questions.  **Human Resources Manager**  **cc: Human Resources Manager**  **Department Manager**  **Personnel File** |

**Job Suspension Letter Example**

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| **SUSPENSION NOTICE**  **XYZ Solutions Pvt. Ltd.**  **23rd July 2019**  To: Mr. Amar Deewan,  Sr. Sales Manager.  Re: Notice of Immediate Suspension.  **Dear Amar:**  This is a notice from the Company that you will be suspended from your position of employment as of 23rd July 2019.  This action is being taken due to your continuous poor performance since the last 6 months. We will conduct an inspection of your performance and will come to a decision soon. According to company policies and guidelines, this suspension will last from 24th July 2019 until 15th August 2019.  Regarding your employment suspension, I am providing a packet of information for your reference. I strongly advise you to read this in order to fully comprehend your rights and obligations about your suspension from XYZ Solutions Pvt. Ltd.  Please contact the HR Manager regarding this suspension if you have any questions.  **Human Resources Manager**  **cc: Human Resources Manager**  **Department Manager**  **Personnel File** |

**Format 1**

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| |  |  |  | | --- | --- | --- | | Name: | Dept: | Date: | | Date of occurrence: | Time: | Location: |   In accordance with [company name] policy, this notice is to notify you that you have been suspended from your employment, without pay, for a period of \_\_\_\_\_\_\_ days, on the following days/dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The reason for this action is as follows (mark as many as apply below):   |  |  | | --- | --- | | [ ] Incompetence, inefficiency | [ ] False statements, fraud | | [ ] Abusiveness | [ ] Injuring others, wasting public supplies | | [ ] Violation of lawful order, direction, regulation | [ ] Absent without authority | | [ ] Use, possession of drugs | [ ] Personal business activities | | [ ] Accepting a bribe | [ ] Illegal discrimination | | [ ] Criminal conviction | [ ] Failure to maintain minimum standards, licenses | | [ ] Other | |   If necessary, explain further or attach additional pages:  Should the employee desire to appeal this disciplinary action, refer to [Company Name] rules.  Signatures:   |  |  | | --- | --- | | Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | | Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | | HR manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | |

**Format 2**

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| **PUT ON LETTERHEAD**    **TEMPLATE FOR LETTER OF SUSPENSION (NO NOTICE REQUIRED)**    **[Date ]**    [**Employee name, job classification**]  [**Address]**    RE: Suspension    Dear \_\_\_\_\_\_\_\_,    In accordance with [**Section/Article; Policy or Contract**], this is a Letter of Suspension. You will be suspended from employment for **[#]** days on [**dates**]. You are not to report to work or to do any work on these days.    This action is based on your continued unsatisfactory performance in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; [**or incident involving \_\_\_\_\_\_\_\_on]** [**dates**].    [**Describe specifics of unsatisfactory performance or behavior since the last disciplinary action**].    [**Describe supervisor’s recent efforts to discuss, address or correct issues**].    [**Describe the impact of this unsatisfactory performance on the work, co-workers, clients, unit’s goals, etc**.]    You were given [**prior disciplinary letters dated \_\_\_\_\_\_ for \_\_\_\_\_\_\_\_**].    In the future, you are expected to show immediate improvement in the following areas: [**list**]    Failure to meet these requirements may result in further disciplinary action up to and including dismissal.    You may consult [**Section/Article – Policy or Contract**] for your appeal rights.    Sincerely,  [**Name of Supervisor**]  [**Title**]    cc: Higher level Manager [name]  Employee Relations Consultant [name]  Union/if applicable  Personnel File    Attachments: [**Letters referenced in document**]; proof of service |

**Format 3**

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| Good Day  [name]  RE: Notice of Suspension for [First/Last Name of Employee]  In response to the incident on [date], we are hereby suspending you from [date] to [date]. These forced days off will go unpaid.  Here are the specific incidents that brought about this decision:  1.  [incident #1]  which happened on [date].  2.  [incident #2]  which happened on [date].  These are clear violations to company policies. You are breaking the rules which you have agreed to abide by when you joined this company.  We are hoping that you use the time off to reflect on this behavior. We would like to see changes upon your return.  Please take note of the following requirements that we expect you to comply to when you get back:  1) Accomplish a report of your activities and submit it daily to [name].  2) Meet with [name] of human resource twice a month to talk about your progress in this matter.  Consider this your final warning. If we don’t see a changed behavior in the next [time], we will seriously consider severing your ties with the company.  Thank you,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date and Signature)  [Supervisor’s name]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date and Signature)  [Employee’s name] |