**[Company Name]**  
**[Company Address]**  
**[City, State, ZIP Code]**  
**[Email | Phone Number]**  
**[Date]**

**To,**  
[Employee’s Name]  
[Employee’s Designation]  
[Department Name]  
[Company Name]

**Subject: Suspension Due to Poor Performance and Negligence**

Dear [Employee’s Name],

We regret to inform you that you are suspended for one week, effective (date). Management is taking this disciplinary action due to your failure to follow important workplace safety procedures, which put you and your colleagues at safety risk.

It has been observed that despite previous warnings, you continue to neglect safety protocols while handling machinery. This is a serious breach of the company’s safety regulations. Maintaining a safe work environment is our top priority, and failure to adhere to these protocols is not acceptable.

After your suspension period, you must repeat the company’s mandatory safety training. Any further failure to comply with safety protocols will result in immediate termination.

Please contact HR for further details.

Sincerely,  
**[Your Name]**  
**[Your Designation]**  
**[Company Name]**