Date

Name

Address

Dear Mr. John,

This letter is being sent to you to inform you about your suspension for two days, i.e. from 5th January-7th January 2020, due to your disobedience.

We have witnessed your insubordination for many months now and have tried to warn you orally about correcting your behavior but in vain. Your continuous disobedience has warranted your suspension.

During your two days of suspension, you cannot act as a ‘Marketing Manager’, and you are not allowed access to the office or remote access to the company’s network. Your responsibilities would be carried out by Mr. Smith, and you should reply to him, in case he needs you.

If you will not rectify your disobedient behavior even after the suspension, our next step would be your termination. We expect you to work properly and follow the company rules along with your superiors’ orders. We hope to see a change.

Regards,

Sarah William.