Date:

Name of the employee

Address

**Subject: letter of suspension from church**

Dear ABC,

According to the rules and regulations of the church, it is being confirmed that from the 15th of this month, you are suspended from church with full pay. After performing your suspension, we will be able to carry out thorough research.

This investigation will not be carried out to see who is guilty and it will also not be carried out to do any prejudgment.

After you have been suspended, it is instructed you do not contact anyone in the church. If you require any kind of advice, you can contact our prosecutor. In case you have any queries, you can contact us. Failure to follow these instructions is itself disciplinary misconduct.

We will contact you to tell you the result of the investigation. In case we need to make you visit us for a disciplinary hearing, we will contact you.

It is requested you to be available during the suspension so that we can get you easily whenever it is needed.

Regards,

Name of the employer

Signatures