Date:

Name of the employee  
Designation of the employee in the company,

**Subject: suspension letter for [X]**

Respected Mr. ABC,

This is to inform you that about all the complaints that we have received against you and the investigation conducted by our committee, you have been proven to be guilty of harassing your co-workers at the workplace. Therefore, the company has decided to issue you a suspension for a week which will be effective from 4th May 20XX.

Last month, you gave some derogatory remarks to one of your co-workers. A female co-worker also complained about the offensive text messages that she received on her mobile number. One thing I want to add here is that this is not the first time we heard about you harassing someone. However, the company tried to give you many chances by giving you many verbal and written warnings.

Based on your seniority and performance in the company, it has been decided to suspend you from work for a week. If you do not correct your behavior after returning to work once your suspension is over, we will have no option but to terminate you from your job.

Please be informed that during the suspension period, you will not get your regular pay. We expect you to return to work after one week on 10th May 20XX. In case you any queries, you can contact the manager of the company.

Regards,

Name of the sender

Signatures