Date:

Employee name  
Address and contact details

Subject: suspension due to misconduct.

Dear Mr. Robert,

I am writing this letter to you to inform you that because of your actions on 28th April 20XX, the company has issued you a suspension for two weeks. You have been found drinking on duty. The effective dates of this misconduct are 25th February 28th March, and 28th April. You are expected to return on duty from 25th May 20XX. The company has conducted a thorough investigation on this matter and then concluded to suspend you from your job.

You were seen on said dates stumbling. You fell in the corridor and other colleagues helped you reach your desk. Next time, you were seen drinking.

You were given many verbal and written warnings. You were also told that if you did not correct your behavior, strict action would be taken against you.

I would like to reiterate here that you must behave well. A meeting will be arranged with you once you return to the company.

In case you want to appeal against this decision, you have a right to do that.

Regards,

Name of the sender

Signatures of the sender