**To**

**[The Employee Name]  
[Designation]**

**Subject: Letter of suspension**

Respected (mention the name of the employee),

The purpose of this letter is to inform you of the decision of the company to suspend you without salary. The suspension is for 20 working days from the designation of sales manager of the marketing department.

The charges against you for severe misconduct and bad behavior have been leveled against you. The charge sheet No. 2345 has been issued to you about the indiscipline.

You have been involved in an argument with one of your colleagues and therefore, you are being put under suspension that will be effective from 23rd September 20XX This suspension is deemed necessary to maintain discipline in the organization.

Note that you will be entitled to the suspension allowance of 400$ during this period of suspension.

In the future, we expect you to show improvement in your behavior but not indulge yourself in any brawl like this. You can consult my assistant if you have any concerns or anything to say in your defense.

Sincerely,

Signatures

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