**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Subject: Letter of suspension**

This is to bring to your attention that you have been seen drinking alcohol at the office during office hours (mention the date). I have also confirmed this from various people in the company.

As you know, it is against the work ethics to drink alcohol during work, and it was mentioned in the employment contract that you signed. There are serious consequences of indulging oneself in this harmful activity during office hours.

Upon thorough investigation and discussion, the company has decided to suspend you from work for a month as a penalty. The suspension period will start from (mention the date) to (mention the date).

Please be informed that not showing compliance to no alcohol at work policy can result in even more serious consequences. If you have anything to ask, feel free to contact us (mention the phone number and email address).

Regards,

Signatures.

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