Date:

From:

Name of the sender

To:

Name of the hospital

**Subject: Letter of suspension**

Dr. Mr. ABC,

The basic objective of this letter is to inform you of my decision to suspend you from your job without salary for 10 working days from (mention date) to (mention the ending date of the suspension period) from the position of sales manager.

You have been found demonstrating gross misconduct at the workplace. Many salespersons and customers have witnessed the incident.

As per the policy of the company, you are being placed under suspension due to the proven charges pressed against you. I believe that it is necessary to terminate you from the job temporarily so that you as well as everyone else working in the company can realize how important it is to maintain discipline and act professionally. Be informed that you will not be entitled to receive a salary for this period.

Regards,

Name of the manager

Signatures

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