Date:

To:

Name of the employer:

Club Name:

**Subject: Letter of suspension from club**

Dear Mr. ABC,

I am writing this letter to inform you of your official suspension from XYZ club. We have taken this decision because of your behavior of misconduct that happened on (give the date), in our club premises. You were observed arguing rudely with the staff at the club. You did this because they were not allowing you to enter the gym room due to you not having paid the monthly fees.

On the (state the date of the incident) at around (give the time), you were seen arguing loudly with our staff member, namely (give their name). You were in the wrong because you had not paid your full subscription and so are not allowed to enter the gym room. Despite this, you created havoc on the premises. You were swearing recklessly at Mr. (state their name). We do not tolerate this action and therefore have suspended you from the club (tell from when to when they are suspended). You can return to the club on (give the date).

You can take action against us if you think we are accusing you wrongly. We hope that you regret your misbehavior and will behave better in the future.

Regards,

Name of the sender

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_