Date:

Name of the employee:  
Address:

Re: letter of suspension without pays

Dear Mr. ABC,

This letter is being written to notify you that you are being suspended from work for 10 days for the dates of 10th May to 20th May 2022. You will report back to work on 21st May 2022.

The company has taken this action because of the misconduct you demonstrated yesterday. You have misbehaved with Miss Jessica by passing some rude comments. Some of your co-workers also witnessed this incident. As per the policies of the company, this act of yours violates the rules and regulations of the company.

Maintaining discipline at the workplace is the top priority of the company. Therefore, we cannot tolerate anyone misbehaving and demonstrating misconduct at any level.

In the future, violation of any policy of the company from your side will result in additional disciplinary actions against you. In extreme cases, you can be terminated from the job. A copy of this letter is attached with your employment record file.

If you feel a grievance, you are allowed to write it in response to this letter of suspension.

You are suggested to give serious consideration to this action of the company taken against you.

Sincerely,

Name of the employer

Signatures

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