Date:

Name of the employee:

Address:

Re: letter of suspension without pays

Dear Mr. ABC,

The objective of this letter is to let you know of my decision regarding your suspension from work without pay for a week from the position of sales manager in the sales department. The charges pinned against you include gross misconduct and misbehavior with the customers. The company has received many complaints from its customers. Many employees have also complained of your disruptive behavior which they think is not appropriate in the workplace.

A charge sheet with the description of all the charges against you is attached to this letter.

The company considers your suspension to be very important for maintaining discipline at the workplace. The organization needs to set an example that anyone who does not act sane while being at a workstation will have to confront the suspension.

We suggest you do not repeat this kind of behavior so that you can be respected and looked up to by everyone as a decent person. In addition, we recommend you take behavioral therapy during this period of suspension.

Please remember that failing to not repeat above mentioned offensive behavior will lead to serious consequences. Feel free to contact me to know more about this letter.

Sincerely,

Name of the employer

Signatures

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