Date:

To:

Name of the employee: church

Name of the church:

**Subject: suspension from church service suspension of church service**

Respected Mr. ABC,

It has been found that you are continuously breaching the rules and regulations of the church which is not acceptable at all. As per the policy of the church, the church management has decided to suspend you from the post of manager for a week with your salary.

During this suspension period, you are not allowed to visit any part of the church except for the worship area.

Please note that the suspension has been carried out after going through a thorough investigation process which revealed that you are guilty of the offenses charged against you. During this period of postponement of church services, you are instructed to not contact anyone working with you in the church. Please consider this adjournment as a temporary procedure to give you time to reconsider your acts.

Following the policies of the church is an obligation of every person who is committed to working in the church with honesty and diligence. The church can never accept the bad behavior of people working in it. If you continue to behave in the same way as you did this time, you may have to face dire consequences such as termination.

Regards,

Name of the sender

Signatures

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