Date:

To:

Name of the employee

Name of the church:

**Subject: Suspension of church service**

Respected Mr. ABC,

This letter is being written to you to let you know that you are being suspended from the church service for a period of 7 days. The management of the church is compelled to make this decision because of your flagrant misconduct. We are receiving lots of complaints from your co-workers also which has added fuel to the fire.

Although it is mentioned in your employment contract with the church, we are reiterating that you are not allowed to behave unreasonably as long as you are on the premises of the church. Every individual working here is a representative and therefore, their misconduct can put a question mark on the integrity of the worship area.

You are instructed to stay away from work for 7 days until your suspension period ends. This decision is firm and is not subjected to any changes. Please don’t contact anyone in the church during this period.

We can arrange a meeting with you to listen to your standpoint. However, the church is least likely to take its decision back. If you have queries regarding this matter, feel free to contact Mr. Adams on the official phone number.

Yours sincerely,

Name of the sender

Signatures \_\_\_\_\_\_\_\_\_\_\_\_