



### How to Use This Document:

You will first see the sample employee suspension letter. Following this is a second version with fully editable text so you can customize the policy to the needs of your organization.

## EMPLOYEE SUSPENSION LETTER TEMPLATE

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## EMPLOYEE SUSPENSION LETTER

[Date]

[Employee Name]

[Street Address]

[City, State ZIP]

Dear [Employee Name]:

This letter is to inform you that you are hereby suspended from your job duties and responsibilities [with/without] pay for [Number] working days, commencing on [Date].

On [Date], we met to discuss your unsatisfactory performance. We had identified the following as being unsatisfactory, and disciplinary action is being taken based on the following:

[Enter concise and specific summary here. For example, Insubordination and Misconduct: Employee continued to talk back to supervisor; employee answered telephone unprofessionally; employee was being disrespectful to supervisor and coworkers; etc.]

Your formal disciplinary action is suspension [with/without] pay for [Number] consecutive working days beginning [Date]. You will be permitted to return to work on [Date].

A copy of this letter will be placed in your personnel file. You have the right to respond in writing to this information or rebut this suspension. If you choose to respond, you have until [Date]. Your response, if any, will be included in the file. It is assumed that you have waived the right to respond if you do not take advantage of the above alternative.

The purpose of this suspension is to impress upon you the seriousness with which we regard the above violation of employment and to give you the opportunity to reflect upon your future compliance with our employment standards. One more violation of the conditions of your employment will result in termination.

Sincerely,

[Signature]

[Name and Position Title]

