

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

EMPLOYEE SUSPENSION NOTICE

Dear [Employee's Name],

Pursuant to the Warning Notice issued to you on _____, we regretfully inform you that the issues enumerated in the said notice have not been corrected by you, despite our repeated warnings and reminders. Therefore, your employment is, hereby, suspended, effective immediately from the receipt of this letter by you, and shall continue to be so for a period of ____ months, i.e. till _____.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]