[Company Name]

[Street Address] [City, ST ZIP Code] [phone number] [email]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

The purpose of this letter is to confirm your suspension from [DATE] to [DATE]. This shouldn't be a new or shocking notice for you as you have been warned about it almost a month ago through a formal warning letter issued by the management.

You are exempt from any official duties during this period and requested to not use any kind of authority within the specified time span. It is because not once or twice, you have been seen and warned about your improper and unaccepted attitude towards your fellow employees' multiple times. Out of 70 employees working in the same department as your, 57 are complainant of your rude behavior. And this continued for months even after your formal meetings on this issue with Mr. John. I personally thought that you will rectify your behavior after the last warning issued to you, but you proved me wrong.

Therefore, the company has decided to suspend you without pay for one month so that you may invest time in your behavioral management. You are requested to return to your duty on [DATE] on the same official timings.

Sincerely,

[Your Name]

[Title]