Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

The purpose of this letter is to notify you of the company's decision of lifting the suspension of all the employees of sales department involved in PICO case 2. As per the findings of our investigation team, we are reported that the major issue was occurred due to a mishandling of our finance team. Some major files were missing important documents that were necessary for the agreement and thus became a reason for all this fuss.

Therefore, all the employees in your department that were suspended are requested to report to the duty on this coming Monday, May 12th. The official timings will remain same as before. If anyone amongst you requires further assistance in this matter he/she may contact Mr. John for guidance. I want all of you to be cleared of the contents of this notice.

Sincerely,

Your Name