Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It is hereby informed you that your suspension pending investigation has been formally lifted as per today's' legal notice issued by the manager. As we didn't find you guilty of the charges put on you by Mr. Anthony and investigated the case thoroughly in this past week. It was merely a misunderstanding at the team's end.

Therefore, in accordance with the facts we gathered, you are requested to resume your duty from tomorrow. You will be responsible for performing same duties under same terms and conditions as before. If you still have queries or uncertainties about the contents of this notice, you may contact Mr. John for more guidance.

Sincerely,

Your Name