Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

The purpose of this letter is to confirm you that the company is done with the investigation period and thereof lift the suspension on your duty as of dated 15th May. You are directed to resume your performance as sales executive of our company.

You will be required to perform all your core responsibilities under committed terms and conditions. In addition to this, kindly report the management as soon as you get the official notice. You may contact Mr. John for further assistance if required.

Sincerely,

Your Name