**Date:**

**Re. Return to Work after Suspension from Office w.r.t. Order 2090-ST**

Dear Noah, this letter has been written with the best wishes for your health. I am writing this letter in the direction of higher authorities in the wake of suspension orders no. 8C-0 suspending Mr. Noah for a period of twelve days on the account of violent behavior and misconduct with Marketing Supervisor Mrs. Emily Dover. This letter asks Mr. Noah to get back to the work as it completes his duration of the suspension.

According to the R/L Report, Mr. Noah was found guilty of violent behavior in the office with the staff of the Accounts department on salary issues. Later he was found guilty of a misdemeanor with his immediate supervisor Mrs. Emily. Emily had complained to the administration about his misconduct and use of foul language in the office. She extended her complaint by telling the authorities that Mr. Noah had been texting her to threaten her.

This workplace is not immune to violent behaviors and cannot let such issues grow or sustain. Harassment is one of the most unbearable crimes in the workplace and we do not let anybody stay in the office that is guilty of these offenses. On the emphasis of Human Resources and looking at the performance review of Mr. Noah, it was decided to suspend him for twelve days as a reprimand. In these twelve days, the Suspension Policy of the office applies to his off-work period.

Now it has been confirmed from the Department of General Administration that Mr. Noah can get back to the work as he has completed his suspension period. The return to home can be implicated after getting an approved letter of NOC from the General Administration. An official complaint behavior is expected from him. Moreover, it is to be clarified that no further offenses shall be entertained with suspension but termination. Thank you.

Regards

Hellen Easter  
General Manager  
Lockhouse Denmark Tech Group  
G-101 Lilacs Heights, Boston  
CA, USA.