**Date**

**Re. Asking for Suspension of Jonathan Hall for Committing Physical Harassment and Breaching the Federal Policy of Workplace Security-2009**

Dear Sir,

I am writing this letter to demand the suspension of Jonathan Hall, Senior WD Manager from the Department of Web Designing and Development. I have already submitted the summary and response to the complaint letter in which all the details have been provided.

Mr. Hall has committed physical harassment against his co-worker Mrs. Maria Lockhart who is her subordinate. He has been found derelict of abuse of his designation and thus has committed malfeasance in office.

Hall has also breached the Federal policy of Workplace security 2009 according to which physical harassment has to be dispensed with strict measures against the harasser and termination. A reduced form of the decree states a suspension from the workplace for three weeks with no payment.

On these grounds, immediate suspension of Mr. Hall has been requested effected from 05-07-XX. For more please visit Director's office from 2 PM to 4 PM or write to him at [X].

Regards

Kim David  
Managing Director  
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USA