**Re. Suspension Letter**

Dear [Employee Name], It is to inform you that following an inquiry related to the safety violation and the potential hazard put by the violation, it is concluded that you have committed a policy breach which could result in a very serious outcome.

Please note that we are very strict in our policies, laws, and rules, especially the rules related to a safe environment, we do not take any risks that can potentially damage the company’s property or put other employees at risk.

Following this, the company administration has decided to take firm decisions in this regard so that such an action can never happen again. Following the company’s policy, you have been suspended from your designation and work for two weeks effective immediately.

The action took place after the inquiry committee decided who had investigated the matter with the help of witnesses and CCTVs cameras. During your suspension period, you will not be allowed to enter the company’s area and will not contact any of the employees in person. Moreover, you will not get any salary or other benefits during these days. However, your health insurance and security will stay intact and will not be impacted by the suspension.

We expect that this suspension will make you realize the grave act of negligence you took. You have a chance to correct your mistakes and rethink what could be done. You can get back to work on [date], meanwhile, during your suspension, Mr. [Name], the [Designation], will look after your pending assignments or projects if any.

If you have any questions, ask without any hesitation or contact your coordinator in this regard. Thank you.

Regards,

[Name]  
[Designation]  
[Company]  
[Signature]