**To**

**[The Recipient Name]**

**Subject: Suspension Letter Followed by the Indulgence in Breach of Company’s Safety Policy**

Dear Employee,

I am regretful to inform you that you have been suspended from your work immediately. You are not allowed to use office property, parking lot, parking card, office car, or meet any employee in person during these days. Moreover, you are not allowed to contribute to any company-related project. All of your projects will be taken over by the supervisor of your department. Please hand him over all the relevant files and data immediately.

The decision comes in the pursuance of your active contributions and apparently intentional indulgence and negligence in breaching the company’s safety protocols. Our company takes pride in devoting a lot of energy and policy-making to the health and safety of the employees.

Hence, your actions though proved to be fun, have caused potential damage to the company’s infrastructure and the safety of the employees, you have been suspended as an act of reprimanding. Please take this time to realize the gravity of the act you committed.

Remember, repeating any such action will leave you with direct termination with no prior notice and benefits. You should comply with the company’s rules and policy of security and safety.

Return to work on [date] and take this time to nourish yourself professionally. If any queries, email me at [email address]. Thank you.

Regards,

[Name]

[Signature]