

SUSPENSION LETTER

To: _____

Employee Name: _____

Employee ID / Number: _____

Position: _____

From: _____

Subject: Suspension Notification

This letter serves as formal notification that you are being suspended from your duties at [Company Name], effective immediately. This action is taken as a result of the disciplinary review conducted following the incident(s) detailed herein. The suspension is pending further investigation and will be conducted in accordance with applicable United States labor laws and company policies. During the suspension period, you are required to refrain from performing any work-related duties and are requested to remain available for communication regarding this matter.

Reason(s) for Suspension:

The suspension is based on the following reason(s):

- Violation of company policies and procedures.
- Failure to comply with safety regulations.
- Misconduct affecting workplace harmony.
- Negligence in performing assigned duties.
- Any other relevant cause as determined by management.

Details of Incident(s):

The following details summarize the incident(s) leading to this suspension. This information is based on the investigation conducted to date and is provided to ensure transparency and understanding of the circumstances:

Terms and Conditions of Suspension:

1. The suspension is without pay unless otherwise specified by applicable law or company policy.
2. You are expected to be available for any meetings or communications related to the ongoing investigation.
3. You must not access company premises, systems, or resources during the suspension period unless specifically

authorized in writing.

4. The duration of the suspension will depend on the outcome of the investigation and may be extended or shortened accordingly.

5. Failure to comply with these terms may result in further disciplinary action, up to and including termination.

6. This suspension does not imply admission of guilt or determination of misconduct and is intended to ensure a fair and thorough investigation.

Employee Acknowledgment:

By signing below, you acknowledge receipt of this Suspension Letter and understand the terms and conditions outlined herein. Your signature does not imply agreement but confirms that you have been informed of this disciplinary action.

Employee Signature

Manager Signature

Signature: _____

Signature: _____

Please retain a copy of this letter for your records.

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