

# Contractual Suspension Notification

Date:

To:

Address:

**Subject: Notification of Contractual Suspension**

Dear ,

We hereby inform you that, effective from , your contract with  is suspended due to the following reason(s):

Please note that the suspension will remain in effect until further notice, or until the conditions prompting the suspension are remedied.

For any questions or clarifications, please contact us at .

Sincerely,