

# Notice of Suspension

Date:

To:

Position:

Department:

**Subject: Notice of Suspension**

This letter serves as an official notice of suspension effective from  to . The reason for this action is as follows:

Please be advised that during this period, you are not permitted to be on company premises or to engage in work-related activities.

If you have any questions regarding this matter, please contact  at .

Sincerely,