

Employment Suspension Letter

Date:

Employee Name:

Employee ID:

Department:

Dear ,

This letter serves as formal notification of your suspension from employment at , effective from to .

The reason for this action is:

During this suspension period, you are not permitted to enter the company premises or contact any company clients or staff members. Your benefits and salary during this period will be handled according to company policy.

For any questions or clarifications regarding this suspension, please contact at .

Sincerely,