

SUSPENSION LETTER

NAME: _____ COMP NO: _____

DATE: _____ POSITION: _____

AREA: _____

You are hereby informed that you are hereby suspended of all duties pending the outcome of the disciplinary enquiry that will be conducted:

DATE: _____ TIME: _____

PLACE: _____ OFFICE: _____

The period of suspension will be with / without pay. During this stage you are not allowed to enter the premises of the company or speak to any fellow employees of the company, except the employee representing you during the disciplinary enquiry.

Employee Signature: _____

Comp No: _____

Manager Signature: _____

Witness Signature: _____