

NOTICE OF SUSPENSION

<<Insert Company Letter Head>>

«Date»
«Title» «Name» «Surname»
«Company»
«Address»
«Address2»
«Address3»
«Code»

Dear «Title» «Surname»

SUSPENSION ON FULL PAY

You are hereby placed on suspension with immediate effect pending the outcome of the disciplinary hearing or in-house arbitration, whichever is applicable. You remain in all respects an employee and will continue to receive your salary and all other benefits.

During your suspension you are required to remain available to report for duty at short notice. Furthermore, you shall, on a daily basis at 11H00, report to _____, where you shall sign the Suspension Register. You will not receive payment for any day(s) that the register is not signed or where you fail to make telephonic contact with your manager. You are furthermore required to contact your manager <<**Name and Surname**>> on «Tel» on a daily basis at 16H00 to receive further instructions.

Please also supply us with a contact telephone number where you can be reached at all times.

At all times during this suspension you are not allowed to enter into or upon any of the premises of the Company without the express permission and consent of your line manager. You are required for all practical and/or business purposes to report to the reception area of any particular premises and request permission to enter and you are to be accompanied at all times.

Finally, note that during your suspension period, you will be paid by cheque (not by electronic deposit) and you are required to personally collect this cheque.

Yours faithfully
(Managers Name)
(Designation)
(BU)
(Department)
(Division)

I, _____ acknowledge receipt of this suspension letter on _____ (date) at _____ (time).
Signature: _____