

Notice of Suspension

Employee Name: Employee No:

Contract Site: Date:

Please be advised that you are hereby suspended with immediate effect from your job pending a disciplinary investigation conducted by the company. Your suspension will be on FULL PAY / NO PAY.

Reason (summary) for Suspension:

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You are not required to render any services until further notice, but you are required to be available to be contacted as the need may arise. Please ensure that you keep your superior informed of your current contact details.

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Issued by FULL NAME Signature Date

.....
Received by FULL NAME Signature Date

Please note that by signing this notice you are not admitting guilt but merely acknowledging that you have received this notice.

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Witness FULL Name Signature Date