

Notice of suspension

Employee name: _____

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 with full pay.

You are not required to render any services until further notice, but you are required to be available to be contacted or to report for duty when requested to do so. Please ensure that you keep your superior informed of your current contact details.

Issued by

Signature

Date

Received by

Signature of employee

Date

Please note that by signing this notice you are merely acknowledging that you have received this notice.

Witness

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.