



PROPOSAL KIT SAMPLE

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<<Company>> SUSPENSION NOTICE

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Immediate Suspension

Dear <<ContractFirstName>> <<ContractLastName>>:

This is a notice by the Company that, effective <<CurrentDate>>, you are being placed on suspension from your position of employment. This action is being taken as a result of your violation of:

<< Insert suspension reason or requirement, such as

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-suspension-notice-letter.htm>

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