

NOTICE OF SUSPENSION

EMPLOYEE NAME: _____

DATE: _____

Please be advised that you are hereby suspended with immediate effect from your employ pending a disciplinary investigation conducted by the company. Your suspension will be on full pay.

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.

ISSUED BY: _____

SIGNATURE: _____ **DATE:** _____

RECEIVED BY: _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

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

WITNESS