

## Employee Suspension Without Pay Letter Template

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Under [COMPANY NAME]'s [type of policy- anti-discrimination, harassment, etc] policy, you are hereby suspended from your employment without pay, effective immediately.

This suspension is due to the following incident(s) that occurred on [date].

- [insert details of the incident(s)]

### Pending Investigation

During your suspension and pending the outcome of our investigation, you will not receive your regular salary. During this time, we will conduct a thorough investigation into the incident that occurred. The outcome of this investigation will determine the next steps. Once our investigation is complete, you will be immediately notified of the outcome by email.

### Returning to Work

Until determined otherwise, you are still an employee of [COMPANY NAME]. Upon returning to work following your suspension, your pay will be reinstated beginning on the date of your return. Additionally, your supervisor will meet with you to discuss and document a performance improvement plan (PIP) to include expectations going forward and the consequences if those expectations are not met.

# Sample Suspension Letter For Employee

**Albert A Gayle**



## **Sample Suspension Letter For Employee:**

*101 Sample Write-Ups for Documenting Employee Performance Problems* Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of *101 Sample Write Ups for Documenting Employee Performance Problems* includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues

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**Personnel Management Manual** United States. Defense Contract Audit Agency,1984

**The Manager's Pocket Guide to Documenting Employee Performance** Terry L. Fitzwater,1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation

*DEA Personnel Management Series* ,1973 Addressing and Resolving Poor

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**The Guide to Processing Personnel Actions** ,1995      *HR Policies on Employee Separation in PSUs in India* DR. M. K. RAVI, This book addresses human resource management in PSUs The aim was to explore the Human Resource Policies of the employee separation of employees in PSUs in India The book consists of a compilation of six chapters and an extended summary The study in the book is based on a combination of multiple comparative and single case studies of PSUs in India The core studies were conducted by the author at 29 PSUs in 40 Cities of 18 States The results indicate central challenges regarding HR Policies on employee separation by Termination Suspension Dismissal Retirement Voluntary Retirement Scheme Layoff Resignations Non Promotion Physical Disability besides other policies The increased responsibility and pressured work environment for PSU s employees workers This study was aimed at identifying certain variables related to HR policies on employee separation in PSUs in India The study determines the effect of HR policies on the satisfaction level of employees as well as legal compliances with the impact of gender experience age wise difference type of separation The population of the study was HR Directors General Managers HR Managers and employees working in PSUs in India There were 14100 male and female PSU employees who responded to the author The questionnaire instrument was used for data collection from various PSUs and the HR policies assessment was done The author used it after getting the formal permissions from the PSUs The study addressed the following specific objectives the first was to survey HR Policies of employees of PSUs the second was to study and determine the different types of HR Policies related to employee separation in PSUs in India and the third was to survey the behavior of employees towards Voluntary Non voluntary Separation The study specifically discussed the hypothesis of study mainly classified into seven hypothesis such as 1 HR Policies Related There was no significant difference of perception about HR Policies between PSU regular and separated employee 2 HR Policies and Discrimination Harassment related There was no significant difference of perception between regular and separated employees so far as HR Policies of PSU and Discrimination Harassment at PSU 3 Employee Separation related There was no significant difference between regular and separated employees about HR Policies and employee separation at PSU The author had used a comprehensive and stratified questionnaire distributed to about 15000 persons consisting of workers supervisors officials and managers of PSUs out of which only 14275 were received back duly filled the remaining didn t respond in spite of repeated visits The 175 questionnaires were rejected due to incomplete and wrong answers by respondents There were 14100 valid questionnaires that were found valid for the purpose of the study There were total three questionnaires which were 1 ESS1 What employees Say For regular and separated employees of PSUs 2 ESS2 What PSUs Says For Director Managers of HR Legal Dept of PSU 3 ESS3 What Govt Dept Says For Govt Dept of Public Enterprise The statistical tools used for analysis include Frequency Percentages Mean Standard Deviation S D T Test and Chi Square Test The author is sure that the study was a fact finding and pioneer and motivates and stimulates further researches in this field

I wrote this book especially for Director Human Resource Human Resource Managers which will certainly help them to understand the various legal aspects of HR Policies related to Employee Separation to enhance the productivity and efficiency of performance of employees in the organizations GSA Contract Fraud Investigation United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Federal Spending Practices and Open Government,1979

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,2002

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