**DRAFT OF**

**SUSPENSION LETTER**

By Hand, Regd. A.d., U.P.C.

 To

Dated:…………

Shri………………

S/o……………………..

Designation…………………..

Address……………….

**SUBJECT: SUSPENSION**

 I had already served you a charge sheet dated……….. And, the charges of misconduct have been leveled against you as per the rules of the organisation.

 That by above alleged misconduct you are creating a bad atmosphere at the working place, which is harming our organisation and also the working of other workers.

 For conductance of proper enquiry against you and in order to maintain discipline in the organisation, you are hereby suspended from your services w.e.f…………

 You will be entitled to receive a substance allowance of Rs………… per month during the period of suspension as per rules. You are directed to report yourself daily at……….time at the Factory Gate and record your attendance Card and also make yourself present for receiving communications and directions intended for you.

(AUTHORISED SIGNATORY)