

SUSPENSION NOTICE

Date:

To:

Dear:

On _____, 19__ you received written notice of certain performance deficiencies and a warning that unless your performance improved, further disciplinary action would be taken against you including possible suspension. Since then, I have attempted to assist you by:

however, your performance continues to be unsatisfactory, specifically, as follows:

Therefore, commencing _____, 19__ and continuing through _____, 19__ you are suspended from your duties, without compensation.

I shall attempt to assist you in remedying these problems; however, if uncorrected, I must inform you that any further disciplinary action taken against you may include the termination of your employment.

I acknowledge receipt of this warning.

Employee

cc: Personal File

Form 406