**SUSPENSION LETTER TEMPLATE**

***On Dept. Letterhead***

**DATE:**

**TO:** John Doe, Title

**FROM:** John Smith, Title

**RE:** Suspension without Pay

This is formal notification that, effective \_\_\_\_\_\_\_\_\_\_\_\_; you will be suspended with/without pay for \_\_\_\_\_\_\_ (2 – 5 days) days for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*reason, could be a behavior/performance issue or until an investigation is completed*).

**Relevant Past Occurrences or Active Disciplinary Actions** *(if applicable)*

*Mention if any…*

*Will not apply if reason for suspension is the result of incident(s) referred to under Disciplinary Action, Guidelines, found in the HR Library that may call for immediate suspension pending investigation*.

**Incident(s) Leading to Suspension**

*Describe specific situation leading to the suspension.*

**Disciplinary Decision**

*You will be suspended for \_\_\_\_\_\_ days with/without pay starting \_\_\_\_ and ending \_\_\_\_. You are not permitted to use available earned leave during this suspension to cover your absence, be at the work place or to perform work during this time period. You are expected to return on \_\_\_\_\_\_\_.*

**Appeal Rights**

Should you wish to appeal this decision, you have the right to resolve this matter in accordance with the University of Nebraska at Omaha Employee Handbook.

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Acknowledgement** *(optional if delivering at work)*

I acknowledge that I have received this disciplinary letter and understand that my signature below does not necessarily imply agreement with the disciplinary action taken.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: Manager / Title

Human Resources/Employee File