**Progressive Discipline Template: Letter of Suspension**

<Letter Head>

To:

From:

Date:

Subject: Suspension

Dear [EMPLOYEE],

This letter serves as a notice of suspension for issues related to [REASON FOR SUSPENSION]. On [DATE], I issued a written reprimand and reiterated expectations on [REASON FOR SUSPENSION] and the need for immediate and sustained improvement.

The following items detail areas of recent concern.

* [Provide a summary of issues with the employee’s performance, behavior, etc. since written warning was issued and list facts, not opinions. Reference the dates of all meetings that were held to discuss the issues and summarize what was discussed at the meetings.]

To address the issue(s) and prevent future occurrences, we expect you to:

* [LIST IMPROVEMENT RECOMMEDATIONS]

For these reasons, you will be suspended without pay for one week [DATES OF SUSPENSION]. Please be advised that if you do not demonstrate immediate and sustained improvement, you may be subject to further disciplinary action, up to and including termination.

Sincerely,

[SUPERVISOR NAME]

[SUPERVISOR TITLE/DEPARTMENT]

Cc:

If employee is ALIGNED

Office of University Labor Relations

Associated Collective Negotiations Agreement

SEBS Human Resources

If employee is NON-ALIGNED

University Human Resources

SEBS Human Resources