

TO: Employee
FROM: Supervisor
SUBJECT: Documentation for Suspension of Employment for (offense)

DATE:

In accordance with the Indiana University – Purdue University Progressive Disciplinary Action Procedures, listed in the Purdue University Faculty and Staff Handbook, this correspondence will serve as documentation for suspension of employment due to *(offense)*_____

*(Review previous verbal and written reprimands, within the last 12 month period, in any)*_____

(Date, time, specific location of offense and description of what happened) _____

*(Statement of the policy, procedure or rule that was violated)*_____

*(List the actual or potential consequences of the offense, Ex.: cost to University, burden on supervisor or others, hazard to employees, etc.)*_____

You are officially suspended from *(List beginning and ending date, not to exceed 3 working days: Tues, Wed and Thu.)* You are to return to work on *(List date and time of return)*_____

*(List performance or behavioral expectations, and steps that must be taken to correct problem)*_____

This is the final warning and further disciplinary action will be taken for continued offenses of this or any similar nature conduct as outlined under the University’s Progressive Discipline Policy. IPFW reserves the right to deviate from the above guidelines and may terminate at any time, based on supervisory discretion consistent with the work needs of the institution.

SUSPENSION NOTICE
EMPLOYEE ACKNOWLEDGMENT

Employee Comments:

I understand that my signature does not necessarily indicate agreement. I acknowledge by my signature that I have read this letter and have discussed the contents of the letter with my supervisor.

Employee Name

Date

Supervisor Name

Date

Cc: Supervisor

Cc: Human Resources

Cc: Department File