

# Section: PS 803-B Corrective Discipline – Sample Letter of Suspension Appendix B

Last revised: March 2013  
Last reviewed: March 2013  
Next review:

## SAMPLE LETTER OF SUSPENSION (in-scope)

### PERSONAL & CONFIDENTIAL

Date

Name of Employee

Title

Ministry

Dear (Employee):

Re: Subject of Suspension

I have been informed by your manager, (name of Manager), that on (date), you (state nature of incident). You have been warned both verbally on (date) and in writing on (date) and (if applicable) suspended on (date) for (state nature of unacceptable behaviour). Given that this behaviour has continued, you will be required to serve a disciplinary suspension without pay for (one, five or ten) working days, commencing on (date). You will be expected to report for work at your normal work location and starting time on (date).

This suspension is to ensure that you understand the seriousness of this situation and the need to correct the behaviour. If (state nature of unacceptable behaviour) continues, you may be subject to further disciplinary action up to and including dismissal.

The Government of Saskatchewan has an Employee and Family Assistance Program (EFAP). If you wish to access EFAP, I encourage you to do so. You can make arrangements by calling 1-844-88-9142. For more information about EFAP, visit Taskroom.

A copy of this letter will be placed on your personnel file.

Sincerely,

(Permanent Head or Designate Signature)

- c. Personnel File
- Manager
- Human Resources-Business Partner
- Union (if applicable)