**Sample Memorandum: Suspension**

Date: Today’s Date

To: Employee’s Name, MSU ID #

From: Supervisor’s Name

Subject: Suspension

This memo is to confirm our discussion on (Date) about (describe performance problem).

You received a written reminder on (date) for (describe violation). At that time we discussed what was expected of you, and you agreed to correct the problem.

Since then, (describe continuing problem).

The effect of this continued poor performance on your co-workers and your department is so serious that you must show an immediate correction.

To indicate just how serious the situation is, I have placed you into the final formal level of our corrective action procedure - a (minimum of 5/maximum of 10) day suspension without pay from (dates). I expect you to make the following change in your performance without delay.

* (Describe desired performance)

In addition, I expect you to follow all our rules and procedures and perform every aspect of your job in a fully acceptable manner.

I'm confident of your ability to solve this problem and perform effectively in every area of your job since any further problems requiring disciplinary action will result in further corrective action up to and including termination from employment.

Signed: (Supervisor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received a copy of this memo:

Signed: (Employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Distribution: See Procedure Matrix.)