

NOTICE OF SUSPENSION

Disciplinary Procedure

停职通知

纪律程序

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| Name of Employee: 员工姓名: | | | |
| Position: 职务: | | Department: 部门: | |

Reason (s) for Suspension:
停职原因

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| <p>Declaration: 声明:</p> | |
| <p>This confirms the discussion held with you on (day/date & time)</p> | |
| <p>When I informed you of your suspension from work until (Date) at (Time) when you are required to report to the Human Resources Office.</p> | |
| <p>该通知系..... (日期与时间) 关于您的讨论结果之确认。本人在此 通知您：您将被停职。停职时间直至..... (日期) 结束。您 ...需在..... (时间) 将报告提交到人力资源办公室。</p> | |

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| HOD: 部门主管: | Date: 日期: | Signature: 签名: |
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