

NOTICE OF SUSPENSION

Disciplinary Procedure

停职通知

纪律程序

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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Declaration: 声明:
This confirms the discussion held with you on (day/date & time), When I informed you of your suspension form work until (Date) at (Time) when you are required to report to the Human Resources Office. 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。

HOD: 部门主管:	Date: 日期:	Signature: 签名: