**[Company Name]**  
**[Company Address]**  
**[City, State, ZIP Code]**  
**[Email | Phone Number]**  
**[Date]**

**To,**  
[Employee’s Name]  
[Employee’s Designation]  
[Department Name]  
[Company Name]

**Subject: Suspension Due to Unauthorized Absences or Tardiness**

Dear [Employee’s Name],

We regret to inform you that you are being placed on temporary unpaid suspension from work, effective (Date), due to your frequent absence from the office. Despite previous warnings, your attendance has been irregular, affecting the flow of work and team projects.

You took 11 days off from work during the last month without prior approval. This violates our leave policy, which requires employees to submit a formal request and receive approval before taking time off. However, your unauthorized absences have compelled us to take disciplinary action in the form of your suspension.

You are to resume work on (date). You must review the company’s leave policy before returning to office. Further unauthorized absence or tardiness may lead to your termination.

Please contact XYZ for any queries.

Sincerely,  
**[Your Name]**  
**[Your Designation]**  
**[Company Name]**