

By personal delivery or by registered mail

Place/date.....

.....
(Name)

SUSPENSION

Reference is made to the negotiation meeting (date).....

You are hereby suspended from your position as

The reason for the suspension is the company's need to proper investigation regarding the following circumstances
(may be left out)

The company will as soon as possible liaise with you for further discussions regarding the current situation.

This suspension implies that you are relived from your duties, and that you have no right to perform your duties or to be present on the company's premises. You will receive normal salary during the suspension.

Should you wish to claim that the suspension is illegal, you are entitled to demand negotiations and to institute legal proceedings in accordance with the provisions of the Working Environment Act (2005) chapter 17.

Demands for negotiations must be presented in writing within two weeks after receiving this notice.

Possible legal proceedings must be instituted within eight weeks following the conclusion of negotiations. If you only wish to claim compensation, legal proceedings must be instituted within six months after receiving this notice.

Names of the employer and the appropriate defendant in the event of legal proceedings.....

Regards