**PRO-FORMA FOR NOTICE FOR SUSPENSION ORDER PENDING ENQUIRY**:

To

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been charged for your gross misconduct (s) and indiscipline shown against Company Service Rules / Standing Order No \_\_\_\_\_\_\_\_\_\_\_ in context to the charge sheet sent to you dated \_\_\_\_\_\_\_\_\_.

You are hence suspended from your service with immediate effect from \_\_\_\_\_\_\_\_\_\_\_ under clauses \_\_\_\_\_\_\_\_\_\_\_\_ Factory / Company Rules / Standing Orders of the company. Your suspension is anticipated to bring back proper discipline in the Factory / Company / Establishment and will also give some time to place proper enquiry against you.

However, you will receive a subsistence / suspension allowance of Rs \_\_\_\_\_\_\_\_\_\_ during this period from the company.

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_