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An order of suspension of a worker

To

.....

.....

A serious complaint against you pertaining to committal of certain charges has been received and your presence in the factory premises is undesirable for sake of discipline. Accordingly, you are hereby suspended from service with effect from..... (Or with immediate effect) till further orders. The charge-sheet will follow:

You will be reporting daily at.....during the period of suspension to the Time Office to receive further directions and communications from the office.

You are further required to give your postal address during the period of suspension to the Management.

Authorised Signatory

