

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Suspending an Employee – Coming to Work under the Influence of Alcohol

Dear :

On {date} you came to work an hour late, however, though tardiness is unacceptable, you also came to work under the influence of alcohol. Our policy clearly states that there is to be no form of alcohol on the work premise and employees are not to come to work appearing under the influence of alcohol or intoxicated. Your behavior is unprofessional and cannot be tolerated at {company}. Your behavior shows that you have no respect for yourself, your co-workers, or this company. I believe that you need some time to consider the effect and irresponsibility of your behavior. Therefore, you are suspended until further notice. Also, I encourage you to take advantage of the employee help line to assist you with this situation.

If you have any questions or comments, please contact me.

Sincerely,

N A M E