

SAMPLE NOTIFICATION OF SUSPENSION LETTER

[insert cadet corps/squadron name]
[insert cadet corps/squadron address]

1085-30 ([insert drafter designation/title])

[insert date]

Distribution List

NOTIFICATION OF SUSPENSION

References: A. QR (Cadets) 5.40
B. CATO 15-22
[C. insert other references as applicable]

1. This letter serves as notice that, effective [insert start of suspension date] until [insert end of suspension date], you are being suspended from [insert corps/squadron name] in accordance with reference(s). The reason(s) for this suspension are as follows:
 - a. [insert reason]; and
 - b. [insert other reasons as applicable].
2. [The CO is to add other pertinent information in this paragraph if required.]
3. Should you wish any further information regarding this suspension, you may contact me [insert hours, dates and locations].

[insert commanding officer's name]
[insert commanding officer's rank]
Commanding Officer
[insert cadet corps/squadron name]
[insert cadet corps/squadron telephone number]
[insert email address]

Distribution List

Action

[insert cadet's rank and full name]

[insert "Mr.," "Mrs." or "Ms." and the parents/legal guardian's name]

Info

CO RCSU

RCSU Detachment Commander