<Date>

<Name>, <Title>

<Address>

<City, State Zip Code>

Dear <Name>:

**RE: Notice of Intent to Suspend Without Pay**

In accordance with Human Resources Policy 3-400, Discipline (attached), this letter serves as notice of my intent to suspend you without pay for <number of days>. This suspension is for violation of <Policy Name and Number>. Your <number of days> -day suspension without pay will take place on <date(s) (at least 14 days after the date of this notice)>.

<Explanation of the violation including factual circumstances>

<Previous discipline issued including dates and level of discipline>

You are scheduled to attend a pre-determination meeting with me on <date (no sooner than four nor later than 14 calendar days after notice is issued>, at <time>, at <location>. The purpose of the pre-determination meeting is to give you an opportunity to present reasons why this action should not occur.

If you wish to waive the pre-determination meeting, you must do so in writing. If you choose not to attend this meeting, my decision will be based upon the facts available to me at that time.

You will be provided a written decision in person or by certified mail within seven calendar days after the pre-determination meeting. If the discipline is upheld, the suspension will be imposed. You will have appeal rights under Human Resources Policy 3-500, Grievance Procedure.

Sincerely

<Name>

<Title>

Enclosures: <List and attach policy or policies violated >

 Human Resources Policy 3-400, Discipline

 Human Resources Policy 3-500, Grievance Procedure