

(Sample)

CITY OF _____

Interoffice Memorandum

Date

TO: [employee's name]

FROM: Supervisor

RE: Recommendation for {SUSPENSION FOR "X" DAYS/TERMINATION}

DATE:

Purpose

This is a notice that I propose that you be {SUSPENDED FOR "X" DAYS/TERMINATED} from your position as {TITLE} with the Department. My recommendation is based upon sustained findings that you were absent without approved leave on [list dates].

Proposed Discipline

The department director will make the final decision concerning my proposal that you be {SUSPENDED FOR "X" DAYS/TERMINATED}. Prior to rendering a decision on the {SUSPENSION/TERMINATION} recommendation, you are entitled to a meeting with the Director. In light of the current Local State of Emergency for Pandemic Influenza, the meeting will be held in abeyance until approximately [date].

The purpose of a meeting is to give you an opportunity to provide the Director with any information you feel will assist him or her in rendering a decision regarding the {SUSPENSION/TERMINATION} recommendation. The information presented may be verbal or written and will be considered by the Director before he or she makes the final disciplinary decision. The meeting is purely optional on your part. If you do not wish to have a meeting, you may decline to present information or you may present written materials for the director's consideration.

I have received a copy of this letter advising me of my rights and options on this date. My signature does not necessarily signify an acknowledgment of guilt or acceptance of the recommended action.

Signature_____
Date_____
Time