

DATE

Employee's name
Address

RE: Suspension Pending Discharge

Dear :

This letter is to notify you that you are being suspended without pay for five (5) work days, _____, 201_ through _____, 201_, pending your discharge.

This action is being taken because:

(State the specific facts here; do not state only a descriptive charge. For example, state: "You refused your supervisor's order to type a letter and called her 'stupid'", rather than: "You were insubordinate").

You have five (5) work days to respond to this letter in writing, stating your reason or reasons why you should not be discharged. If you do not respond, or if your response is not satisfactory, then you will be discharged as of the close of business on _____, 201_.

Sincerely,

Director

cc: Civil Service Commission
Assistant City Solicitor, Law Dept.
Payroll Manager, P&CSC
Supervisor of Applications and Records, P&CSC
Union