

DATE

REGULAR U.S. MAIL &  
CERTIFIED MAIL NO. \_\_\_\_\_

NAME  
ADDRESS  
CITY, STATE ZIP

Subject: Alternative to Discharge

Dear \_\_\_\_\_ :

You were suspended for five (5) days pending your discharge for reasons outlined in my letter to you dated \_\_\_\_\_ . Your opportunity to satisfactorily respond to the charged, or be discharged, ended on \_\_\_\_\_ .

I received your timely written response on \_\_\_\_\_ , and I am willing to forego your discharge at this time, provided you agree to enter the City's *Track III Employee Assistance Program*.

If you agree to enter into the Program, you are required to contact the Track III Case Manager at 877-240-6863 and schedule to meet within three (3) days of receipt of my letter to initiate the *Letter of Understanding and Last Chance Agreement*.

Failure to enter the Program will result in your immediate termination.

Sincerely,

DIRECTOR'S NAME  
Director

DIRECTOR'S INITIALS/TYPIST'S INITIALS

Cc: \_\_\_\_\_, Assistant City Solicitor  
Civil Service Commission, P&CSC  
Employee Leaves Coordinator, P&CSC  
Benefits Supervisor, P&CSC  
Payroll Manager, P&CSC  
Supervisor of Applications & Records, P&CSC  
\_\_\_\_\_, **ANY DEPARTMENT SUPERVISORS**