

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 Public Works Operations Coordinator, at 412-255-6773 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

RWK/JFB

Cc: _____, Assistant City Solicitor
Civil Service Commission, P&CSC
Employee Leave Coordinator, P&CSC
Benefits Supervisor, P&CSC
Payroll Manager, P&CSC
Supervisor of Applications & Records, P&CSC
_____, **ANY DEPARTMENT SUPERVISORS**
Operations Coordinator, PW
File