



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Discipline/Removal Letter

NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)

Dear _____:

You will be _____ effective at _____m., on _____ for the following reasons:

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority