Example 4.8a

DISCIPLINARY SUSPENSION NOTICE

	Dat	e Prepared	
То			
Address			
You are hereby suspended wit			
as	ion) (department)		(institution or agency)
for a period of da	ays, from		
to		inclusive.	
The reason for your suspensio	n is		
On recommendation of, and at the re	equest of		
	-		
1	Department.	By	
By			
Title		Title	
		Turditation	
Proof of service on emp	loyee	Institution	
		A condition o	f this Suspension is that the employee
State how this notice was delivered	and when.	shall return	to its department at its expiration.
			urn on that date, except for approved be deemed an unauthorized and
			sence, which is cause for discharge.
Signature			