

This memo should be on the department's letterhead

MEMORANDUM

TO: Employee, Job Classification

FROM: Supervisor/Manager, Job Classification (whoever is serving this)

DATE: Current date

SUBJECT: Notice of Pre-Discipline Hearing

On (date), we initiated an investigation into an event/incident/accident involving you which occurred on (date). This memorandum is intended to provide you with notice of the facts of the investigation and an opportunity to present any additional information that you would like to be considered before a final decision of discipline is made. Our investigation has provided information to support the following:

Describe the event/incident/accident in detail

This is a violation of federal/state/county/department/division policy(ies) which state the following:

Your action/behavior/conduct may result in disciplinary action for the reason(s) identified.

Describe if employee has received prior discipline.

You have the opportunity to meet with us before a final decision is made. A pre-disciplinary hearing has been scheduled for date/time/location. You may bring any documents or other evidence you wish to present to this meeting and we will be happy to review your submission(s) and consider any other information you wish to present. If you do not attend the meeting or submit additional information in writing before the specified time, a decision will be made based upon the information we have available. All documents gathered pursuant to this investigation are attached to this Memorandum.

Attachments