



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Request to Rescind/
Modify an Action

January 5, 20XX

Dear Director:

We are requesting approval under Civil Service Rule 15.10 to modify the action taken against _____ by letter dated _____, which became effective on _____. For your convenience, a copy of the letter is attached. We would like to change the action from a 10-day suspension to a 5-day suspension. We are abandoning the first charge in the letter of suspension because our only witness to this charge has moved out of state.

Sincerely,

Appointing Authority
cc: Employee

Attachment: Suspension Letter

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January 5, 2013

Dear Director:

We are requesting approval under Civil Service Rule 15.10 to rescind the action taken against _____ by letter dated _____, which became effective on _____. For your convenience, a copy of the letter is attached. We recently discovered that the employee did not receive prior notice of this dismissal. We intend to re-take this action, giving the employee proper notice.

Sincerely,

Appointing Authority
cc: Employee

Attachment: Dismissal Letter