



STATECIVILSERVICE

## JOB AIDS AND RESOURCES

### Template – Notice of Proposed Action

[DATE]

Dear \_\_\_\_\_:

I propose to \_\_\_\_\_ you for the following reasons:

The evidence I have to support these charges is:

You have the right to respond, in writing, to this notice. Your response is due by \_\_\_\_\_,m. on \_\_\_\_\_ and may be mailed to me at \_\_\_\_\_, faxed to me at \_\_\_\_\_, or emailed to me at \_\_\_\_\_.

After I have considered your response, I will advise you in writing what action I will take, if any.

Sincerely,

Appointing Authority