Insert Date

Insert employee name

Insert employee address

Insert employee address 2

RE: Disciplinary Action Decision

Dear Insert employee name:

As a **non-state service** employee, you may be dismissed or otherwise adversely affected as to compensation or employment status with or without cause. Effective Insert demotion effective date, you are demoted to Insert new position. In accordance with the MSPB Variable Compensation Plan Memorandum for fiscal year 2020, (Section D.8.C) your annual salary will be reduced to Insert new salary.

You may refer to Section 9.3 of the Mississippi State Employee Handbook for information concerning appealing this decision to the Mississippi Employee Appeals Board. The handbook and Notice of Appeal form may be found at [www.mspb.ms.gov](http://www.mspb.ms.gov) .

A copy of this notice will be placed in your personnel file.

Sincerely,

Insert appointing authority