Insert date

Insert employee name

Insert employee address

Insert employee address 2

**SUSPENSION WITH PAY**

Dear Insert employee name:

Pursuant to Section 7.3 of the Mississippi State Employee Handbook, you are immediately suspended with pay. As a state service employee, you are entitled to written notice and a hearing prior to being dismissed or otherwise adversely affected as to compensation or employment status (termination, involuntary demotion with a reduction in pay, or suspension without pay). Such disciplinary action shall be based on inefficiency or other good cause. You will be sent a Notice of Due Process Hearing summarizing the reason(s) you are facing possible disciplinary action.

Your hearing will take place within twenty-five (25) working days from this date and the notice will state the date, time, and location. You will also be provided instructions if you wish to respond in writing or waive the hearing.

You are directed to leave the work place and not return to work or any agency location without prior approval of this office. You are not to engage in any activity of behalf of the agency, including use of your work e-mail account. Insert any necessary directives concerning returning agency property, employee identification, keys, badges, etc. while on suspension with pay.

You may refer to Chapter 7 of the Mississippi State Employee Handbook for additional information concerning employee disciplinary action.

Sincerely,

Insert appointing authority / designated representative