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. You are suspended without pay for Insert days suspended working days. Your suspension without pay is effective Insert start date of suspension through Insert end date of suspension, and you are to return to work Insert date eligible to return to work. You may refer to Section 9.3 (B) 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.

During your suspension, you are directed not to engage in any activity on behalf of the agency, including use of your work e-mail account. Without prior approval of this office, you are not permitted to enter any agency facility during your suspension. A copy of this notice will be placed in your personnel file.

Sincerely,

Insert appointing authority