Insert date

Insert employee name

Insert employee address

Insert employee address 2

RE: Disciplinary Action Decision

Dear Insert employee name:

As a state service employee you may be dismissed or otherwise adversely affected as to compensation or employment status for inefficiency or other good cause. You were previously sent a Notice of Due Process Hearing stating allegations related to your employment that would be reviewed to determine if inefficiency or other good cause exists which warrants disciplinary action.

After considering your response and all pertinent facts related to the allegations stated in the Notice, I have determined the following:

Insert the specific details, facts and circumstances that were contained in the Notice of Due Process Hearing and determined to constitute inefficiency or other good cause. When applicable, include previous formal disciplinary and informal corrective action that was referenced in the Notice of Due Process Hearing.

Your actions constitute inefficiency or other good cause, and pursuant to Chapter 7 of the Mississippi State Employee Handbook 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.

This disciplinary decision may be appealed to the Mississippi Employee Appeals Board (MEAB) with a written Notice of Appeal filed within fifteen (15) calendar days after you receive this notice or within fifteen (15) calendar days of the first attempted delivery date by certified mail, return receipt requested, whichever occurs first. You may refer to Chapter 9 of the Mississippi State Employee Handbook for information concerning appeals to the MEAB. The handbook and Notice of Appeal Form may be found at [www.mspb.ms.gov](http://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 facilities during your suspension. A copy of this notice will be placed in your personnel file.

Sincerely,

Insert appointing authority / designated representative