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 termination effective date, your employment is terminated. 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.

Insert applicable information concerning PERS contributions

Insert applicable insurance information

Insert applicable information concerning unused accumulated leave

A copy of this notice will be placed in your personnel file. Without prior approval of this office, you are not permitted to enter any agency facility.

Sincerely,

Insert appointing authority