

[DATE]

Re: Discipline Order

I write to inform you that you will be suspended without pay for one working day, effective [DATE]

I have been made aware that on [DATE]; [provide description of the offense]

As you know, I previously gave you a verbal warning for this type of behavior. [DATE]

[Site Section of Handbook addressing violation]

You may appeal my decision to the Mayor and, if not resolved, to the Village Council. The procedure for appealing this decision is set forth in Section 7.4 of the Employee Handbook. Although you acknowledged receipt of the Employee Handbook, please let me know if you need another copy.

This order will be placed in your personnel file.

Sincerely,

[Department Head]