

# Notification of Proposed Discharge

Date:

To:

From

## Subject: Notification of Proposed Discharge

This is to notify you that it is proposed to discharge you from your position as  effective .

The reason(s) for this proposed discharge are as follows:

You have the right to respond to this proposed action by submitting a written statement or requesting a meeting within  days.

If you have any questions, please contact  at .

Sincerely,