Written Response to Proposed Discipline

To The Employee: Please respond to the allegations and evidence as described and present reasons why the proposed action is improper.

Your response to the facility/district/unit head is due no later than 7 days from the date of receipt of this notice. Failure to provide a response will not preclude the facility/district/unit head from proceeding with disciplinary action.

Response: _____

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(Continue on back or use additional paper if needed)

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Name of Employee (Printed) Signature Date