[Discipline Letter- suspension or demotion: Please note that HR must be consulted prior to issuing this letter. In addition, the issuance of discipline more severe than a written reprimand must be approved by the appropriate Vice President/Senior Vice Provost or designee.]

[Date]

[Name]
[Title]
[Campus Address]

Dear [Name],

This letter serves as notice that you are being issued corrective discipline in the form of [suspension/ demotion]. [Insert the specific behaviors that lead to the issuance of this discipline].

Beginning [insert date] and continuing through [insert date], you will be released from your duties without pay. While on suspension, you will not have access to university resources including, but not limited to, your office and your email account. In addition, you should not spend time on campus or any university-owned property during this period of time without prior approval from the issuer of this letter.

OR

Beginning on [insert date], you will be demoted to [insert position title] with a base salary of [insert salary and any other relevant details about the position, including reporting line].

You have five days to respond to the contents of this letter and the proposed actions. You can contact me with your response at [insert email address].

It is important you understand that if your behavior in the areas noted above does not improve, the unacceptable behavior is repeated, or future violations of other policies or rules occur, further disciplinary processes and sanctions may be pursued up to and including termination.

Please feel free to contact me with any questions.

Sincerely,

[Supervisor name and title]

Cc: [Supervisor]

 Personnel File

Peter Fehrs, Associate Director, Employee & Labor Relations