

*(Indicate method of delivery)*

Sent by Regular and Certified Mail

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Hand Delivered to Employee

**Month Date, Year**

**Employee Name**  
**1123 Anywhere Drive**  
**Old Towne, Ohio 12345**

**Dear** \_\_\_\_\_;

This letter shall serve as notification that your director has recommended to the Medina County Board of Commissioners that you (*select one*) *receive a* \_\_\_\_\_ *day suspension without pay* | *be removed* for \_\_\_\_\_.

In accordance with the Personnel Handbook, you will be afforded a pre-disciplinary conference to present information about the facts underlying the proposed discipline. This conference has been scheduled for \_\_\_\_\_ (*day & date*) at \_\_\_\_\_ (*time*) to be conducted in \_\_\_\_\_ (*location*).

At this conference you may present oral or written statements about the facts underlying the proposed discipline. Additionally, you may have an attorney or another employee present to serve as your representative during this meeting. You may present a witness or witnesses to offer testimony on your behalf. All witnesses are expected to be truthful in their statements and failure to do so may encumber these proceedings.

I will take the information presented under advisement and consideration and, following the conference, submit my written decision to you and your director within five (5) workdays. Moreover, and absent extenuating circumstances, your failure to attend will result in waiver of said conference. You also have the right to waive this conference by completing and returning the attached form to me no later than 4:30 p.m., on \_\_\_\_\_ (*month date, year – usually 24 hours prior to date of hearing*).

If you have any questions regarding this process, please feel free to contact me at \_\_\_\_\_ (phone number of hearing officer).

Sincerely,

\_\_\_\_\_  
Hearing Officer

cc: File