«Date»

ADMINISTRATIVE CONFIDENTIAL

«Name»

«Title», «Step»

«Department»

RE: Notice of Intent to «Corrective Action or Dismissal»

In accordance with Article \_\_ Corrective Action and Dismissal, I am issuing this Notice of Intent to take the corrective action of «Intended Action, e.g., suspension without pay, reduction in salary, demotion, or dismissal» effective «Effective Date» due to the following reasons «List reasons».

«Describe the basis for the intended action, including copies of pertinent materials supporting the intended action».

You have the right to respond either orally or in writing within fifteen (15) calendar days of the date of issuance of this written Notice of Intent. You have the right to representation, including representation by a union representative.

If you wish to respond, please direct your response to «Name», «Title», «Department/Unit Name» by «15 calendar days from the date of Notice of Intent». Your response will be reviewed by the appropriate level of administration.

Sincerely,

«Department Chair»

cc: Dean

 PI/Supervisor

 CPO

 Labor Relations

 Academic Personnel