

SAMPLE LETTER – SUSPENSION WITHOUT PAY
Letter from the Agency Appointing Authority

[HAND DELIVERED OR CERTIFIED MAIL - RETURN RECEIPT REQUESTED*]

[DATE]

[EMPLOYEE’S NAME ADDRESS]

Dear **[EMPLOYEE’S NAME]**:

This letter serves as notice of your suspension without pay for **[NUMBER**]** workday(s). You will serve this suspension on **[PROVIDE SUSPENSION DATE(S)]**.

My decision to suspend you is based on the following: **[PROVIDE APPLICABLE SECTION(S) OF TENNESSEE CODE ANNOTATED, RULES OF THE DEPARTMENT OF HUMAN RESOURCES, AND/OR ANY INTERNAL AGENCY RULES OR POLICIES WHICH SERVE AS THE BASIS FOR THE DISCIPLINE]**.

[DETAIL THE TIMES, PLACES, AND OTHER PERTINENT FACTS CONCERNING THE PERFORMANCE AND/OR CONDUCT ISSUES. INCLUDE APPLICABLE TRAINING PROVIDED, SUPERVISORY COUNSELING, PERFORMANCE EVALUATIONS, OTHER DISCIPLINE RELATED TO THE ISSUE(S), ETC., OR INCORPORATE BY REFERENCING THE RECOMMENDATION LETTER(S).]

As a preferred service employee, you may appeal this decision by filing a written complaint within fourteen (14) calendar days to **[THE AGENCY APPOINTING AUTHORITY OR DESIGNEE]**. You may direct questions regarding the appeal process to **[AGENCY HR DIRECTOR OR EMPLOYEE RELATIONS OFFICER AND TELEPHONE NUMBER]** or the Employee Relations Division of the Department of Human Resources at 615-741-1646. You may find additional information regarding the appeal process in the Rules of the Department of Human Resources, Chapter 1120-11.

Sincerely,

[AGENCY APPOINTING AUTHORITY]

cc: Commissioner, Department of Human Resources

*Written communication to the employee shall be considered received upon actual receipt as indicated by signature if hand delivered or three (3) days after a decision is sent via certified mail, return receipt requested to the employee’s legal residence.

**A suspension without pay on the day immediately preceding a state holiday results in the employee not receiving pay for the holiday(s) and increases the actual number of suspension days served.

*** The notice must contain an account of the circumstances that led to the suspension, including the statute, rule or policy allegedly violated by the employee, the beginning and ending dates of the suspension, and information about the appeal process.