



MEMORANDUM

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To: (Name, Job Title)
From: (Name, Job Title)
Re: Due Process Notification
Date:

The purpose of this memorandum is to inform you of my intention to issue you a Group II Written Notice under State Personnel Policy 1.60, "Standards of Conduct." The rationale and evidence for this decision are detailed below:

[NOTE: Descriptions of the events leading up to the Due Process memo can be organized by the date of the incidents or they can be grouped together by themes:

Example 1:

(Date) – (description – status of project- impact of the event - be specific)

(Date) – (description – status of project- impact of the event - be specific)

Example 2:

Attendance

-
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Attention to detail

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END NOTE]

Before finalizing this decision, I will consider any information you would like to share with me, including your interpretation of the events and any reasons why you believe this action should not be taken. Please meet with me on _____ at _____am/pm in my office for this purpose. If you choose not to meet with me, I will proceed with appropriate action according to the Standards of Conduct, as described in State Personnel Policy 1.60. This policy can be accessed via the HR website under Handbooks and Policies, Virginia Department of Human Resource Management Policies and Procedures.