

**CITY OF ROUND ROCK**

**(INSERT DEPT NAME)**

**MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**SUBJECT:**

This memo is to serve as notice of disciplinary suspension for **(list specific policy and/or procedure violation)**

During the time period of **list date(s) of infraction, detail violation.**

Because of your continued failure to follow the City of Round Rock Policies, you will be suspended for **insert number of days** (#) working days beginning, **Date suspension starts**. You will return to work on **Date of return**. Failure to provide immediate and sustained improvement will result in further disciplinary action up to and including termination.

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(Supervisor Name, Title) Date

Your signature acknowledges receipt of document and not necessarily agreement with its contents.

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(Employee Name, Title) Date

CC: Department Director Name, Department

Valerie LaCour Francois, Director of Human Resources & Civil Service