Insert date

Insert employee name

Insert employee address

Insert employee address 2

**NOTICE OF DUE PROCESS HEARING**

Dear Insert employee name:

You are a state service employee and entitled to written notice and a hearing prior to being dismissed or otherwise adversely affected as to compensation or employment status (termination, involuntary demotion with a reduction in pay, or suspension without pay.) As a state service employee, such disciplinary action shall be based on inefficiency or other good cause. This is your notice that a due process hearing is scheduled for you to respond to the following:

Insert the specific details, facts and circumstances summarizing the reason(s) the employee is facing possible disciplinary action. When applicable, include previous formal disciplinary and informal corrective action.

Your hearing is scheduled for Insert hearing date at Insert hearing time at Insert hearing location. The hearing is an informal conference for you to respond to the allegation(s) in this notice. A determination will then be made whether inefficiency or other good cause exists which warrants possible disciplinary action. You may choose to submit a written waiver of the hearing or respond in writing to the allegation(s). Any written response or waiver of the hearing should be sent to Insert hearing contact name and info.

You may refer to Chapter 7 of the Mississippi State Employee Handbook for additional information concerning employee disciplinary action. When warranted, Section 7.1 allows for an employee to be issued a Written Reprimand before it is necessary to issue disciplinary action reducing compensation or terminating employment.

Once a determination is made concerning this matter, you will be notified of a final decision.

Sincerely,

Insert appointing authority