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EMPLOYEE'S RESPONSE TO DISCIPLINARY CHARGES

| | |
|-----------------------------|--------------|
| EMPLOYEE NAME: | DATE: |
| WHO IS CHARGED WITH: | |

(charging Agency Head must fill out the above)

EMPLOYEE'S RESPONSE TO DISCIPLINARY CHARGES

(Employee's Signature)

Date

NOTICE**NOTICE****NOTICE*****NOTICE****NOTICE****NOTICE**

IF YOU WISH TO USE ADDITIONAL PAGES FOR YOUR RESPONSE, YOU MAY DO SO; BUT YOU MUST DATE AND SIGN AND CONSECUTIVELY NUMBER EACH PAGE WHICH YOU ATTACH. IF ANY PART OF YOUR RESPONSE IS UNDATED OR UNSIGNED OR NOT CONSECUTIVELY NUMBERED, IT MAY BE DISREGARDED BY THE AGENCY HEAD AND WILL NOT BE CONSIDERED PART OF YOUR RESPONSE IF SO DISREGARDED.

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