

Appendix C — Sample No. 3



Department of External Affairs

Ministère des Affaires extérieures

Canada

OTTAWA,
K1A 0G2

March 31, 1976.

Mr. John Doe,
Department of External Affairs,
Ottawa, Ontario.

Dear Mr. Doe:

Our conversation of January 3, 1976, and subsequent letters of February 12 and 28, 1976, warned that any further falsifications of your attendance sheets could result in a requirement for more serious disciplinary action.

This letter is to inform you that you are being suspended for a period of ten working days, from April 7 to April 20 inclusive, as a result of another instance of falsification of attendance sheets.

During the time of your suspension you are not to appear on the Department's premises. If necessary, you may contact your supervisor, Jane E. Deer, at 999-9999 on any matter arising during the period of your suspension.

You have been warned repeatedly that attendance sheets must be filled out regularly and maintained accurately and honestly. Any further falsifications of attendance sheets may lead to more severe disciplinary action.