

Department of External Affairs



Canada

Ministère des Affaires extérieures

OTTAWA,
K1A 0G2

February 29, 1976

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

Dear Mr. Doe:

This letter is to inform you that you are being suspended for a period of three working days from March 10 to March 12 inclusive. This suspension has been decided upon because of your negligence in performing the duties assigned to you by your supervisor.

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, both orally and in writing, about your negligence, and have as yet failed to take the appropriate remedial measures. The Department considers your most recent breach of discipline as an extremely serious matter. I must warn you that any further infractions may lead to more severe disciplinary actions.