Proposing Official:

1. Sign and date the letter/memorandum.
2. Make one copy of the signed letter/memorandum – this copy is for Human Resources (ER/LR Specialist). If you keep a copy
3. Issue the letter to the employee.
4. Ask employee to sign the attachment (acknowledgement of receipt) - Employee is not required to sign.
5. Suggestion - Do not discuss the facts contained in the letter with the employee. Ask the employee to read the letter and contact HR for further guidance.