



State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, MO
65102
(573) 751-1851

Matt Blunt
Governor

Michael N. Keathley
Commissioner

SAMPLE DISMISSAL LETTER

July 3, 2006

Mr. John Doe
111 State Street
Jefferson City, MO 65102

Dear Mr. Doe:

For the reasons indicated herein, you are hereby notified of your dismissal from your position as [state position] with the Division of [name division] effective July 11, 2006, at the end of the day. This action is being taken subject to your right to show reasons why this dismissal should not take effect. You may make an appointment to appear in person to meet with [name of appointing authority] between the hours of 8:00 am and 5:00 pm by July 7, 2006 by calling (573) 555-1212. You may also, if you desire, present your position in writing delivered to [name of appointing authority] by 5:00 pm on July 7, 2006 at his/her office located in Room 101 of the Harry S. Truman Office Building. If there is to be a change to the disciplinary action, you will be contacted in writing prior to the effective date of the original action. If you are not contacted, the original action will be effected.

This dismissal is required in the interests of efficient administration and the good of the service will be served thereby. This action is being taken for the following reasons: [list specific reasons for dismissal including dates of misconduct].

You will be compensated for any annual leave and compensatory time you have credited to your record. Your final payment for work performed and leave with pay through July 11, 2006 will be paid on your [insert date] check. This payment will be in the form of a check and will not be direct deposit. Your pay for accrued annual leave and any compensatory time will be on your [insert date] check. This payment will also be through a check. In accordance with OA Policy, you will return all keys, ID and other state property issued to you to [name of appointing authority] prior to receiving your last checks.

If you consider your dismissal improper, you are advised that you have the right to appeal under 1 CSR 20-3.070(5) and in accordance with the procedures in 1 CSR 20-4.010 of the Missouri Personnel Advisory Board Rules and Regulations. The appeal must: (1) be in writing; (2) set forth in substance the basis for the appeal; (3) be addressed to the Missouri Personnel Advisory Board, P.O. Box 388, Jefferson City, Missouri 65102; and (4) be received by the Personnel Advisory Board within 30 calendar days of the effective date of the dismissal. A copy of "Application for Appeal to the Personnel Advisory Board" is attached.

Sincerely,

Appointing Authority

Cc: Director, Division of Personnel
Enclosure: PAB Appeal Form