

## SAMPLE Employee Notice of Complaint

*(First, use Human Resources protocol. If no protocol is in place then use this sample letter and print on Agency Letterhead)*

Dear \_\_\_\_\_ :

My office has received information charging that you may have violated WIC policy and procedures by:

*{Indicate the complaint}*

### *{Paragraph #1}*

This **Notification of Complaint** is to remind you that violating the WIC policies and procedures and/or intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts or committing any other fraudulent activity may result in Human Resources disciplinary actions and/or paying the State agency, in cash, the value of the food benefits improperly issued and may subject you to civil or criminal prosecution under State and Federal law.

If you would like to call or discuss this matter you may call \_\_\_\_\_ at \_\_\_\_\_.

**OR**

### *{Paragraph #2}*

Our investigation has confirmed this charge and the following sanction will become effective on **{DATE}**:  
***{Type Sanction. Follow your agency's Human Resource Policy first.  
Include any grievance procedures.}***

To discuss this issue you may call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

WIC Coordinator/Investigator

I, \_\_\_\_\_ acknowledge that I have received a copy of this letter and am aware of the consequences of this action. Date: \_\_\_\_\_

cc: MDHHS/WIC

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- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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