



**JOB AIDS AND RESOURCES**  
**Template – Removal under Rule 12.6(a)3**  
*(assumes hand delivery)*

**NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)**

February 1, 2013

Dear Employee:

By letter dated January 18, 2013, I advised you that I proposed to remove you because you no longer meet the minimum qualifications for your job. Although I gave you an opportunity to present a written response, you did not do so.

Effective at 4:00 p.m. on February 4, 2013, you will be removed from your position as a Vehicle Operator. The reason for this action is that on January 11, 2013, your Class A vehicle operator's license was revoked for driving while intoxicated and you cannot reapply for another license for two years. A copy of the revocation order is attached. Because the minimum qualifications for the job of Vehicle Operator include "possession of a Class A vehicle operator's license," you are no longer qualified to perform your job.

This action is being taken under Civil Service Rule 12.6(a)3, which is a non-disciplinary separation that does not disqualify you from certain re-employment eligibilities and rights.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority

Attachment: Order of revocation

-----  
Hand delivered to employee on \_\_\_\_\_, 201\_, at \_\_\_\_ .m.

\_\_\_\_\_  
Deliverer's signature

\_\_\_\_\_  
Employee's signature

NOTE: If Employee will not sign for the letter, Deliverer should so state.