



**Department of the Federal Agency**  
1234 Pennsylvania Ave., NW  
Washington, D.C. 20012

MEMORANDUM

Date: April 12, 2015

To: James B. Employee  
Deputy Director of Agency Federal Research (DAMF)  
Washington, D.C. Field Office

From: Jennifer S. Supervisor  
Director of Agency Federal Research (DAMF)  
Washington, D.C. Field Office

Subj: Notice of Proposed Removal (SAMPLE)

You are hereby notified that I am proposing that you be removed from Federal service in order to promote the efficiency of the service. This proposal is based on the following:

Charge 1: Conduct Unbecoming a Federal Employee

Specification 1: On January 15, 2015, while in a conversation with a co-worker, Kelly Jones, about a mutual research project, you inappropriately used profanity. Ms. Jones became upset following this conversation and reported the inappropriate comments that you made to my office.

Charge 2: Lack of Candor

Specification 1: On January 26, 2015, when you were questioned by investigators about the comments you had made to Kelly Jones, you claimed that you made no such comments. You denied your actions despite the fact that 3 witnesses observed you making these comments. Three witnesses provided statements confirming your comments on January 15, 2015. The statement that you provided to investigators was not truthful.

This notice is a proposal and not a decision. You have the right to reply to this proposal orally and/or in writing within 7 calendar days after the date you receive this proposal. If you desire to meet with the Deciding Official, Deputy Secretary of Research Affairs, Natasha Smith, to reply, you may make arrangements by to do so by contacting Human Resources Representative Jonathan Apple no later than 3 calendar days after the date you receive this proposal.

If you desire to reply in writing, your written reply, along with any affidavits and evidence in support of your written reply must be submitted to Deputy Secretary Smith, at 1234

Pennsylvania Ave., NW, Washington, D.C. 20012 within 7 calendar days after the date that you receive this proposal. You have the right to be represented by an individual or attorney of your choose in preparing your response. If you choose to have a representative, you must provide the name, title, address and phone number to Deputy Secretary Smith before the expiration date of the reply period and must provide written notice of any change in representation. The Department has the authority to disallow your representative if the representative has a conflict of interest. You are responsible for all costs associated with your representation.

You or your representative, if an agency employee, will be allowed a reasonable amount of official time to assist you in your reply, to review the material relied upon to support the reason for the proposed action, and to prepare and present your written and/or oral reply. A final decision will not be made in this matter until your reply has been received and considered, or if not timely reply is received, until after the time specified for the reply has passed.

The Employee Assistance Program (EAP) is available to you to provide counseling and/or assistance and may be contacted at 1-888-123-1234. The EAP is a confidential program designed to help employees address personal issues.

You will be notified in writing of the final decision. You will remain on duty until you are notified of the final decision in this matter.

\_\_\_\_\_  
Jennifer S. Supervisor  
Director of Agency Federal Research (DAMF)

\_\_\_\_\_  
Date

Please sign the acknowledgment of receipt below. Your signature does not mean that you agree with this proposed action; it only represents receipt of this notice on the date signed.

\_\_\_\_\_  
Acknowledgment of Receipt

\_\_\_\_\_  
Date