Template for Suspension Concurrence Letter

To: Name, Ombudsman

From: Name, Regional Operations Director (ROD) and Name, Director – Workforce

 Development Board (WDB)

Re: Letter of Concurrence / Request for Suspension

Date: Date here

CC: (WDB or ROD)

I, \_ (WDB / ROD name), submit this letter of concurrence on behalf of (ROD / WDB) of (WDB or Prosperity Zone)

We agree and support the suspension of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who violated the NCWorks Center Code of Conduct by (list specific behaviors, examples include viewing pornography / fighting / communicating threats) on (date) in the (name and location of the NCWorks Center).

We have attached the required documents which include the summary, police, and incident reports. Witness attestations and other materials that capture this incident have also been included (case notes, pictures, video etc.) in support of this request.

We have included the required draft copy of the proposed suspension letter for your and the Assistant Secretary’s review.

Please let (name WDB / ROD) know if additional information or actions are necessary.

Thank you.