



FEDERAL BUREAU
OF INVESTIGATION
INTERNAL AFFAIRS

Office of Public and Internal Affairs
(your username)
Wilshire Federal Building
1100 Wilshire Blvd
Los Angeles
California 90024
United States

Ref No. 000

Date: 00.00.0000

Rank & Name: (offenders rank) (offenders name)

Dear, (offenders name)

Re: Suspension of duties

We regret to inform you that you will be receiving a (X) day suspension effectively immediately, due to your misconduct.

This suspension is the result of the following violations:

- (REASONS)
- (EVIDENCE USING LINKS)

It is expected of you to consider your actions and make sure to learn from them, in order for said things to not repeat again. **However, in the event there is a need to discuss this or further problems arise from a lack of corrective action being taken by you, you are subject to further disciplinary action such as termination of employment.**

To appeal this letter of reprimand, you must contact the Federal Bureau of Investigation's Internal Affairs department via a ticket within **3 days of the date of this letter**, and provide your dismissal letter, along with the reference number and context of dismissal.

Sincerely,
(Signature)
(Rank)