



## **JOB AIDS AND RESOURCES**

### **Template – Letter Requesting Approval for Suspension Pending Criminal Proceedings**

[Date]

Director  
Department of State Civil Service  
Post Office Box 94111  
Baton Rouge, LA 70804-9111

Dear Director:

Please place my request for approval to suspend [employee] without pay pending criminal proceedings on the next available Commission agenda. A completed questionnaire and a copy of the [Indictment/Bill of Information] are attached. If you need additional information, you can reach me at [phone] or [email]. Thank you.

Sincerely,

Appointing Authority

cc: Employee with attachments