

EMCBC Telework Termination Notification

MEMORANDUM FOR: _____

FROM: _____

SUBJECT: Termination of Telework Agreement

This is to inform you that your telework agreement is being terminated and, effective _____, you are expected to return to the office. The reason for this termination is:

If you would like to discuss the decision further, please let me know. If you are in disagreement with this decision, you may file a grievance using the (administrative/negotiated) grievance procedure.

Distribution:

Original: Employee

Copy: EMCBC Office of the Director/Timekeeper