

## TEMPLATE C

(Date)

Dear (Volunteer's or Trainee's Name):

Pursuant to the Peace Corps Act, 22 U.S.C. 2504 (i), and Peace Corps Manual Section 284, this is to notify you of my decision to administratively separate you.

On (Date) I notified you of my intention to administratively separate you and terminate your service based upon (specify grounds and the information in support of those grounds). At that time I also notified you of the option to resign until such time as the final decision to administratively separate you is made.

I also notified you that you had [number of days] to respond to the proposed separation.

On (Date) you provided me with your response to the proposal to terminate your service.

Having given full consideration to your response it is my decision that your service be terminated for the specified grounds.

(Alternatively, [number of days] have elapsed and you have provided no response. This is to notify you of my decision that your service be terminated for the specified grounds.)

The effective date of your administrative separation will be (Date).

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VRS Placement Manager