

August 23, 2021

Juniper Azalea Viburnum

901 15<sup>th</sup> Street South

Arlington, Virginia 22202

Subject: **Performance Improvement Plan Proposed Adverse Action**

Dear Mr. Viburnum:

On August 19, 2021, Mr. Atreya Artax determined that you failed to complete a Performance Improvement Plan (PIP). Notably, you continued to deliver inaccurate critical analyses of current and projected programs under the Department of General Services (DGS), Sustainability and Energy Division (S&E). **(Failure to meet performance standards, 6B DCMR § 1605.4(m)).**

Consequently, DGS is proposing to terminate your employment as a Program Specialist. This letter is to inform you of the decision. Further details can be found in the attached Notice of Proposed Adverse Action with the evidence supporting these charges attached to this notice.

Sincerely,

By:

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SUPERVISING OFFICIAL

Proposing Official