**[Use Agency’s letterhead]**

**MEMORANDUM**

To: Compliance Manager

 Policy and Compliance Administration

 D.C. Department of Human Resources

From: Agency Head (or Designee)

Date: Saturday, June 1, 2019

Subject: Request for Fitness-for-Duty Evaluation for (Employee Name)

In accordance with District Personnel Manual § 2005.1 (or insert applicable Chapter 20 provision or other applicable authority), (Employing Agency) submits this request for a Fitness for Duty evaluation of (Employee’s Full Name), (Position Title, Series, Grade/Step) in the (Administration). (Employing Agency) submits this request for (Employee’s Name) as there is a reasonable concern about their continuing ability to perform the essential functions of their position.

(Employee Name) has occupied the position of (Employee Title) since (Date in Position). In this position, (Employee Name) is responsible for (Briefly describe essential functions). To successfully complete these essential functions, the employee must be able to (Describe physical/mental requirement that employee must exhibit).

Between (Date) through (Date), (Employee’s Full name) has exhibited the following (performance/conduct) deficiencies:

* Please describe observations in an enumerated and chronological list. These observations should be documented (ex. emails, performance reviews, etc.)
* Please document whether any counseling or disciplinary action has occurred and whether the employee has satisfactorily complied with the documented counseling requirements. Please also document what efforts the agency has made to assist the employee.

Due to these deficiencies, (describe how these issues have affected the department, and if applicable, the public). The employee’s position description and supporting documentation are enclosed.

If you have any questions concerning this request or need additional information, please contact (Employee Agency Representative’s Name) at (Telephone Number) or via email at (Email Address).