



# West Virginia Department of Transportation

## Employee Verification of Disciplinary Action RL-546

DOT.03.32.02

Issue Date: 1/30/2025

Revised: 04/10/2025

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I, \_\_\_\_\_ have been given an opportunity to meet with \_\_\_\_\_ personally or present a written explanation concerning the charges against me.

Summary of Employee's Remarks:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: If more space is needed, please attach the additional pages to this form.*