

PROOF OF SERVICE

Select one:

- I declare that I am over the age of eighteen (18) years and not a party to this action. My address is **Human Resources**, One Shields Ave., University of California, Davis, CA 95616.
- I declare that I am over the age of eighteen (18) years. My address is <Insert Dept Name>, One Shields Ave., University of California, Davis, CA 95616.

Check one:

- PERSONAL DELIVERY.** On <Insert Date>, I served the documents listed below to <Insert Recipient Name> by hand delivering a true copy to the address as follows:

< Insert Recipient Name >
< Insert Location of delivery >

- DELIVERY BY U.S. MAIL.** On **March 4, 2008**, I served the documents listed below to **John Doe** by placing a true copy enclosed in a sealed envelope, with postage fully prepaid for delivery by the U.S. Postal Service, addressed as follows:

John Doe
1234 Main Street
Davis, CA 95616

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on **March 4, 2008**, at Davis, California.

Typed name

Signature

Attachments:

- Letter of Suspension dated March 4, 2008
- Attached Letter of Warning dated February 8, 2008
- Attached Evaluation dated January 24, 2008
- Attached Letter of Expectations dated December 16, 2007