EFFECTIVE WRITING GUIDELINES
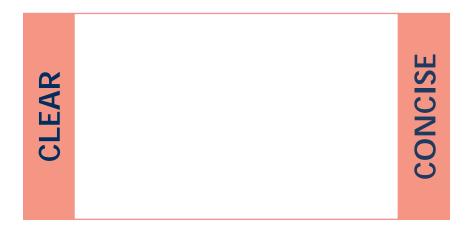
This tip sheet gives you an overview for writing ef ective decisions and the information to help you

CLEAR

CONCISE

PROCEDURAL FAIRNESS REQUIRES REASONS