HAND DELIVERED or REGULAR and CERTIFIED MAIL

October 13, 2016

Name  
Address  
City, State Postal Code

RE: Notice of Charges

Dear Name:

## I am considering terminating you from your position as Title in Department for [insert causes from AP Handbook, e.g. inadequate performance of duties, etc. Consult with the AG’s office regarding which causes are appropriate]. I am considering taking this action because of the conduct outlined below.

[Set out the specific conduct that supports the charges listed above. Be detailed, and include dates, previous warnings, etc.]

In accordance with Washington State University’s *Administrative Professional Handbook* you have ten (10) working days to respond to the notice of charges. Your written response must be received by me no later than Time a.m./p.m. Date. I will consider any timely written response prior to making my final decision.

The Administrative Professional Handbook may be accessed electronically: <http://hrs.wsu.edu/ap-handbook/>

Sincerely,

[A list of appointing authorities can be found at <http://hrs.wsu.edu/managers/appointing-authority/>]

Appointing Authority Name

Title

cc: Appropriate Area/Department Representative(s)

HRS Employment Services