HAND DELIVERED or REGULAR AND CERTIFIED MAIL

November 4, 2016

Name
Address
City, State Postal Code

Re: Notice of Non-reappointment

Dear Name:

In accordance with Washington State University’s *Faculty Manual* Section III, E.1., this letter is notice of non-reappointment to the position of Title in the Department. Your current appointment will terminate on Date, three (3) months from the date of your receipt of this notice of non-reappointment.

As we discussed, if you secure other employment before your termination date, you must resign from your present position.

For information regarding your benefits please visit: [hrs.wsu.edu/employees/benefits/separating-employee-information/](http://hrs.wsu.edu/employees/benefits/separating-employee-information/). Additionally, if you have specific benefits questions, please contact HRS Pullman at 509-335-4521 or by email at hrs@wsu.edu.

Thank you for your service to the Department. I wish you the best in your future endeavors.

Sincerely,

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

Appointing Authority, Title Department Chair, Title

Area/College Department

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services