HAND DELIVERED or REGULAR AND CERTIFIED MAIL

September 30, 2016

Name
Address
City, State Postal Code

Re: Reminder of Appointment End Date

Dear Name:

In accordance with Washington State University’s *Faculty Manual* Section V.K.1, a faculty appointment ends on the specified terminal date, unless positive action is taken to reappoint the faculty.

This letter is a courtesy reminder that your temporary appointment as Title in the Department in the Area/College will not be renewed. Your temporary appointment will end at the conclusion of your shift on Day, Date, Year, as noted on your Personnel Action Form.

Accumulated annual leave must be used prior to the appointment end date, unless you obtain a written exception from me/other appointing authority name.

For information regarding your benefits please visit: [hrs.wsu.edu/separating-employee-information](hrs.wsu.edu/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/appointing-authority](hrs.wsu.edu/appointing-authority/)]

Appointing Authority, Title
Area/College

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services