HAND DELIVERED or REGULAR AND CERTIFIED MAIL

April 3, 2017

Name
Address
City, State Postal Code

RE: Discontinuation of Appointment

Dear Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, this is to notify you that your appointment as Title in the Department in the Area/College will be discontinued at the end of your shift on Day, Date, Year, at least thirty (30) days from the date of this letter.

[Must count exact calendar **DAYS** starting with the first date after the date of the letter, do not just add month(s]

Accumulated annual leave must be used prior to the termination date unless you obtain a written exemption from me or other Appointing Authority Name, Title.

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.

Best wishes 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 Name

Title

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services