HAND DELIVERED or REGULAR AND CERTIFIED MAIL

April 3, 2017

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. and as a standard practice of the College of Name, this letter is the required reminder that your current contract as Title/Title Code in the Department will end at the conclusion of your shift on Date, which is at least sixty (60) days from the date of this notice, as noted on your Personnel Action Form (PAF).

Your employment at Washington State University will end on the specified date unless, of course, you are subsequently offered and accept a new contract, in which case employment would continue under the terms of the new contract.

[The following sentence is only applicable for 12-month [Annual] appointments. Remove for all others.] 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