HAND DELIVERED or REGULAR AND CERTIFIED MAIL

January 15, 2015

Name
Address
City, State Postal Code

Re: Reminder of Appointment End Date – Temporary Faculty with a Terminal End Date

Dear Name:

In accordance with Washington State University’s *Faculty Manual* Section V.K.1., this letter is the required reminder that your current contract as Title/Title Code in the Department will end at the conclusion of business on Date,

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.

As a temporary faculty member with an appointment that has a terminal end date, you are entitled to a written reminder at least sixty (60) days prior to the end date of your current appointment. If you have been appointed in the same temporary position continuously for five (5) years or more, you are entitled to a written reminder at least six (6) months prior to the end date of your current appointment.

If your appointment accrues annual leave, any accumulated annual leave must be used prior to your appointment end date, unless you obtain a written exception from me.

For information regarding your benefits please visit: hrs.wsu.edu/separation+benefits. 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 College. I wish you the best in your future endeavors.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/ApptAuth](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)
Appointing Authority, Title
Area/College

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services