HAND DELIVERED or REGULAR AND CERTIFIED MAIL

March 4, 2011

Name  
Address  
City, State Postal Code

RE: Notice of Unsatisfactory Performance

Dear Name:

I am considering terminating you from your temporary position as a Title for Department for unsatisfactory performance, as outlined in Washington State University’s *Faculty Manual*, Section V.J.6, for the reasons described below.

On Date, we met to discuss you poor performance on x. On Date, you failed to x [Provide dates and specifically describe all instances of unsatisfactory performance that are the basis for considering termination and include all prior communications with the employee about his/her unsatisfactory performance]

You have five (5) calendar days to respond to me in writing why you should not be terminated. I must receive your written response no later than Time a.m./p.m. on Date. I will consider your timely written response, if any, in deciding whether your performance warrants termination from employment.

Temporary faculty have access to advice from the Faculty Status Committee, Office for Equal Opportunity, and the University Ombudsman. Information regarding policies and procedures for temporary faculty can be found in the Faculty Manual located at <http://facsen.wsu.edu/faculty_manual/index.html>

Sincerely,

Principal Investigator, Title

Department

cc: Appointing Authority

Appropriate Area/Department Representative(s)

HRS Employment Services