REGULAR AND CERTIFIED MAIL

March 22, 2012

Name  
Address  
City, State Postal Code

RE: Presumption of Resignation

Dear Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, it is presumed that you have resigned from your position as Title in the Department at Washington State University effective at the conclusion of your shift on Month, Day, Year. (the effective date is the first day of three days of no show / no call)

This action is being taken due to [outline circumstances including specific dates of no show/no call].

You may submit a written request for reinstatement within seven (7) calendar days of this notice. The request should be submitted to Vice President Name, Title or Provost Name, Title and should include proof that your absence was involuntary or unavoidable. The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost or appropriate Vice President, oral statements are allowed. Vice President Name or Provost Name must receive your written request by Date.

If you submit a request for reinstatement a final decision will be rendered within thirty (30) calendar days of receipt of the request.

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 Name

Title

cc: Appropriate VP or Provost

Employee Supervisor

Appropriate Area/Department representative(s)

HRS Personnel File

HRS Employment Services