REGULAR AND CERTIFIED MAIL

March 22, 2012

Name
Address
City, State Postal Code

RE: Presumption of Resignation

Dear Name:

[Outline circumstances including specific dates]

In accordance with the Washington Administrative Code (WAC), specifically WAC 357-46-210, 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 Date [the effective date is the first day of 3 days of no show / no call]. You may submit a written request for reinstatement within seven (7) calendar days of this notice per WAC 357-46-220. Such a notice should be submitted to me and should include proof that your absence was involuntary or unavoidable.

In accordance with WAC 357-52-010 and 015, you have the right to appeal this action to the Washington Personnel Resources Board (PRB), 600 South Franklin, P.O. Box 40911, Olympia, WA 98504-0911. Such an appeal must be in writing and must be filed in the office of the PRB within thirty (30) calendar days of the effective date of this action. Additional information and forms are available at the Department of Personnel’s website [www.dop.wa.gov](http://www.dop.wa.gov).

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: Employee Supervisor

Appropriate Area/Department representative(s)

HRS Personnel File

HRS Employment Services