HAND DELIVERED or REGULAR and CERTIFIED MAIL

March 22, 2012

Name
Address
City, State Postal Code

RE: Immediate Termination

Dear Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, you are hereby terminated from your position as Title in Department for [Insert gross misconduct and/or conduct that poses an immediate threat to the safety of persons or property and any additional causes for termination. Consult with the AG’s office regarding which causes are appropriate].The termination is effective immediately.

Specifically, you [Set out the specific conduct that supports the charges listed above. Be detailed, and include dates, previous warnings, etc.].

In accordance with Washington State University’s *Administrative Professional Handbook*, you have the right to appeal your termination. Filing an appeal will not affect the notice of termination or extend your appointment. The appeal must be in writing and must be received by Vice President Name, Title or Provost Name, Title within ten (10) working days after the date of this notice of termination. You may submit additional written material to Vice President Name or Provost Name for his/her consideration. The Vice President Name or Provost Name has the discretion to allow oral statements. If you wish to give an oral statement, please make your request to Contact Name as soon as possible. The Vice President Name or Provost Name shall render a final decision within thirty (30) working days of receipt of the appeal. The decision shall be the final decision of the University.

The *Administrative Professional Handbook* may be accessed electronically: [hrs.wsu.edu/handbook](http://www.hrs.wsu.edu/Administrative%20Professional)

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 Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services