REGULAR AND CERTIFIED MAIL

August 18, 2016

Name  
Address  
City, State Postal Code

RE: Presumption of Resignation

Dear Name:

[Outline circumstances including specific dates]

Therefore, in accordance with Article X of the 20XX-20XX WSU/WSU Police Guild or WSU/Public School Employees of Washington (PSE) or WSU/Washington Federation of State Employees (WFSE) collective bargaining agreement, it is presumed that you have resigned from your position as Title at Washington State University effective Date.

Pursuant to the Article noted above, you may submit a written petition for reinstatement to me, within seven (7) calendar days of the date of this letter.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/appointing-authority](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 Labor Relations