HAND DELIVERED or REGULAR AND CERTIFIED MAIL

DATE

Name

Address

City, State Postal Code

RE: Separation During Probationary Period

Dear Mr./Mrs. Employee Name:

This letter is to notify you that you are being separated during your probationary period as a Title in the Department in accordance with Article X of the 20XX-20XX WSU/Public School Employees of Washington or WSU/Washington Federation of State Employees or WSU/WSU Police Guild collective bargaining agreement. Your appointment will end at the conclusion of your shift on Day, Month, Year. [Employee Notice is required -Check appropriate CBA for number of days]

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

Title

CC: Appropriate Area/Department Representative(s)

HRS Employment Services

HRS Personnel File