HAND DELIVERED or REGULAR and CERTIFIED MAIL

February 1, 2018

Name
Address
City, State Postal Code

RE: Notice of Charges

Dear Name:

## This letter is to notify you I am considering disciplinary action, up to and including termination for cause, from your position as an TITLE in DEPARTMENT for [insert causes from AP Handbook, e.g. inadequate performance of duties [and misconduct], violation of policies etc. Consult with the AG’s office regarding which causes are appropriate]. I am considering taking this action because of the conduct outlined below.

[Set out the specific conduct that supports the charges listed above. Be detailed, and include dates, previous warnings, etc. If applicable reference and enclose any WSU investigative reports (OEO, Internal Audit, HRS etc. related to cause for disciplinary actions]

Your conduct as detailed above constitutes [insert conduct from AP Handbook, e.g. from non-inclusive list from AP handbook, e.g theft, inadequate performance, insubordination and briefly summarize conduct], your behavior is in violation of the WSU Administrative Professional Handbook, which states [list specific violation and any violation of University policies and regulations onduct which is ].

The final decision regarding the level of disciplinary action to impose will include a review of your written response, if any, to these charges, your personnel file, your prior employment history at WSU including but not limited to any prior corrective or disciplinary actions, verbal and written notices regarding expectations and/or WSU policies, attendance, evaluations, trainings, commendations, etc. [Add any previous corrective/disciplinary action the employee received].

In accordance with Washington State University’s *Administrative Professional Handbook* you have ten (10) working days to respond to the notice of charges. Your written response must be received by me no later than Time a.m./p.m. Date. I will consider any timely written response prior to making my final decision.

The Administrative Professional Handbook may be accessed electronically: [hrs.wsu.edu/ap-handbook/](http://hrs.wsu.edu/ap-handbook/)

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/managers/appointing-authority/](http://hrs.wsu.edu/managers/appointing-authority/)]

Appointing Authority Name

Title

Enclosure [If applicable enclose any investigative reports or any other document referenced related to action being considered.]

cc: Appropriate Area/Department Representative(s)

 HRS Employment Services