HAND DELIVERED or REGULAR and CERTIFIED MAIL

October 13, 2016

Name
Address
City, State Postal Code

RE: Termination

Dear Name:

I have reviewed the Notice of Charges dated Date, your written response dated Date [Assuming one was timely filed. Indicate if no response was filed, or if not timely filed], and Date [Include anything else the appointing authority considered, such as any meeting with the employee to discuss the Notice of Charges, etc.] You are hereby terminated for [Insert all applicable causes from the Notice of Charges that the appointing authority determines are supported] effective Day, Date.

[Include paragraph below if employee was a classified employee at time of AP appointment]

Because you held a classified staff position at Washington State University at the time of your appointment to an Administrative Professional position, you have the right to return to the classified service per RCW 41.06.070(3) and WAC 357-04-030. Application for returning to civil service must be made in the office of Human Resource Services no later than thirty (30) calendar days following the conclusion of your appointment.

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: <http://hrs.wsu.edu/ap-handbook/>

Sincerely,

[A list of appointing authorities can be found at <http://hrs.wsu.edu/managers/appointing-authority/>]
Appointing Authority Name
Title

cc: Appropriate Area/Department Representative(s)
HRS Personnel File
HRS Employment Services