HAND DELIVERED or Mailed Regular and Certified

Date

Employee Name

Address

RE: Discontinuation of Appointment

Dear Ms./Mr. Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, this is to notify you that your appointment as Title in the Department at Area will be discontinued at the end of your shift on Day, Date, Year, at least 30 / 60 / 90 / 180 days from the date of this letter.

[Must count exact calendar **DAYS** starting with the first date after the date of the letter, do not just add month(s)]

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 30 calendar days following the conclusion of your appointment.

For information regarding your benefits please visit: [hrs.wsu.edu/employees/benefits/separating-employee-information](http://hrs.wsu.edu/employees/benefits/separating-employee-information/). Additionally, if you have specific benefits questions, please contact HRS Pullman at 509-335-4521 or by email at hrs@wsu.edu.

Best wishes in your future endeavors.

Sincerely,

Name

Title

Appointing Authority

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services