HAND DELIVERED or REGULAR AND CERTIFIED MAIL

April 3, 2017

Name
Address
City, State Postal Code

RE: Discontinuation of Appointment

Dear Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, this is to notify you that your appointment as Title in the Department in the Area/College will be discontinued at the end of your shift on Day, Date, Year, at least thirty (30) 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 thirty (30) calendar days following the conclusion of your appointment.

If you chose not to exercise your return rights, accumulated annual leave must be used prior to the termination date unless you obtain a written exemption from me or other Appointing Authority Name, Title.

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,

[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

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services