REGULAR AND CERTIFIED MAIL

March 8, 2011

Name
Address
City, State Postal Code

RE: Separation During Probationary Period - Response

Dear Name:

This letter is in response to your written request sent to the Washington State University Human Resource Services office received on Date, for reasons why you were separated from the Title position in the Department. You were notified on Date that you were being separated during your probationary period and your last day of employment was Date.

Per your request and in accordance with WAC 296-126-050, the reasons for your separation during your probationary period included neglect of duty and poor performance (modify as appropriate). Specifically add specific examples of the above reasons.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/ApptAuth](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)]

Appointing Authority Name

Title

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services