HAND DELIVERED

DATE

Employee Name

Address

City, State Postal Code

RE: Separation During Probationary Period

Dear Mr./Ms. Name:

This letter is to notify you that you are being separated during your probationary period as Title in the Department of the Area/College in accordance with 357-46-180 and 357-46-185ofthe Washington Administrative Code. Your appointment will end at the conclusion of your shift on Day of Week, Month Date, Year.

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