SENT REGULAR AND CERTIFIED MAIL

DATE

Name

Address

City, State Postal Code

RE: Separation During Probationary Period - Response

Dear Mr./Mrs. Employee 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, the reasons for your separation during your probationary period included neglect of duty and poor performance (modify as appropriate). Specifically add specific examples of reasons, identified/communicated deficiencies.

Sincerely,

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

Appointing Authority

Title

cc: Appropriate Area/Department Representative(s)

HRS Employment Services

HRS Personnel File