HAND DELIVERED or REGULAR AND CERTIFIED MAIL

September 24, 2018

Name
Address
City, State Postal Code

RE: Termination of Employment

Dear Name:

On Date, Dr. Name gave you a letter stating that he/she was considering terminating you from your temporary position as a Title in the Department for unsatisfactory performance. The letter gave you an opportunity to respond in writing by Date. Your written response was received on Date.

I have determined after careful review of the information provided by Dr. Name and your written response, that you are hereby terminated from your position as a Title for unsatisfactory performance in accordance with Washington State University’s *Faculty Manual*, section V.J.6., for the reasons set forth in Dr. Name's Date letter. The termination is effective Date/Immediately.

Please return your keys to Location/Person. Your lab notebook and the other laboratory items provided to you during your employment are the property of the University and should not be removed.

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 Principal Investigator Name
Title Title

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services