HAND DELIVERED or REGULAR MAIL

December 5, 2019

Name
Address
City, State Postal Code

RE: Renewal of Temporary Appointment

Dear Name:

On behalf of the Area/College, I am pleased to offer you a renewal of your temporary appointment with Washington State University (WSU). The terms of the offer are as follows:

**Title | Title Code:** Official Title | Title Code

**Position Number**: #xxxxxxx

**Working Title:** [If applicable add]

**Location:** This position is located on the Pullman campus of WSU [alter to specific location plus potential assignment other location/campus as required]

**Department:** Department Name

**Reports to:** Name | Title

**Appointment:** The appointment is temporary, Administrative Professional rank, 1.0 FTE, 12 months

**Overtime**

**Eligibility**:     Overtime Ineligible – You are to document leave activity by completing and certifying the Leave Report as described in the Business Policies and Procedures Manual (BPPM) 60.63. OR Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual (BPPM) 60.60.

**Salary:** $x,xxx per month.

**Effective Date:** The temporary appointment is effective Date through Date.

[If desired, list the basic functions] Note: See attached position description.

This is a temporary appointment which will terminate on the date specified and will not be renewed unless positive action is taken to renew your appointment.  Accumulated annual leave must be used prior to the termination date unless you obtain a written exception from your appointing authority.

The *Administrative Professional Handbook* is a guide to policies and procedures. Although this handbook contains a compilation of current policies relating to your employment, these policies evolve over time. For this reason, the University reserves the right to revise this handbook or any of its policies or benefits or to institute new policies or benefits, which will apply to you during your employment with the University. You may access it at the Human Resource Services web site: [hrs.wsu.edu/ap-handbook](http://hrs.wsu.edu/APHandbook). Additional policies may be accessed at: [policies.wsu.edu.](https://policies.wsu.edu/)

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name, Title, Mailing Address. A reply is requested at your earliest convenience, but no later than Date. Retain a copy of the letter for your records.

The faculty and staff of the College/Department are delighted that you have chosen to continue your career at Washington State University.

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

Encl: Position Description

cc: Appropriate College/Department representative(s)

 HRS Personnel File

 HRS Employment Services Unit

 Accept Decline

Employee Name Date