HAND DELIVERED or REGULAR AND CERTIFIED MAIL

DATE

Name
Address
City, State Postal Code

RE: Courtesy Reminder of Temporary Appointment End

Dear Name:

In accordance with Washington State University’s *Administrative Professional Handbook*, an Administrative Professional appointment with a pre-established end date automatically terminates on the date indicated within Workday.

This letter is a courtesy reminder that your temporary appointment as Title in the Department in the Area/College will not be renewed. Your temporary appointment will end at the conclusion of your shift on Day, Date, Year, as noted within Workday.

Accumulated annual leave must be used prior to the termination date unless you obtain a written exemption from me or other Appointing Authority Name, Title.

For information regarding your benefits please visit: [hrs.wsu.edu/employees/benefits/separating-employee-information](http://hrs.wsu.edu/employees/benefits/separating-employee-information/). Additionally, if you have specific benefits questions, please contact HRS Pullman at 509-335-4521 or by email at hrs@wsu.edu.

Best wishes in your future endeavors.

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

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services