Add Delivery Method

March 27, 2024

Name  
Address  
City, State Postal Code

Re: Reminder of Appointment End Date

Dear Dr./Mr./Ms. Name:

In accordance with Washington State University’s *Faculty Manual* Section III.E.1, a faculty appointment ends on the specified terminal date, unless positive action is taken to reappoint the faculty.

This letter is a courtesy reminder that your short/fixed-term appointment as Title in the Department in the Area/College will not be renewed. Your appointment will end at the conclusion of your appointment on Day, Date, Year.

Your employment by Washington State University will end on that date unless you are offered and accept a new contract, in which case employment would continue under the terms of that contract.

Accumulated annual leave must be used prior to the appointment end date, unless you obtain a written exception from me/other appointing authority name.

As you leave your employment with Washington State University (WSU), visit the Human Resource Services (HRS) website [hrs.wsu.edu/employees/benefits/separating-employee-information](http://hrs.wsu.edu/employees/benefits/separating-employee-information/) for information of how your separation from WSU may impact your retirement program(s). The Pullman HRS Benefits staff members are available to answer your questions, please call 509-335-4521 or email [hrs.benefits@wsu.edu](mailto:hrs.benefits@wsu.edu).

Thank you for your service to the Department. I wish you the best in your future endeavors.

Sincerely,

Name, Chair/Director Appointing Authority, Title

Department/School Area/College

cc: Appropriate Area/Department Representative(s)

HRS Personnel File

HRS Employment Services