**AGENCY LETTERHEAD**

Date

Employee Name

Employee Address

City, State Zip-Code

Dear Employee Name:

Congratulations on your non-permanent appointment as a Job Classification, in position # Position #, with Agency Name, effective Effective Date. Your non-permanent appointment is scheduled to last approximately length of appointment or last day in NP appt, unless you receive written notification to end or extend your non-permanent appointment. Per WAC 357-19-373, the reason for this non-permanent appointment is: **(CHOOSE ONE OF THE FOLLOWING)** a permanent employee is absent from the position. **OR** the agency is recruiting to fill a vacant position with a permanent appointment. **OR** the agency needs to address a short-term immediate workload peak or other short-term needs. **OR** the agency is not filling a position with a permanent appointment due to the impending or actual layoff of a permanent employee. **If non-permanent state employee**: Agency Name may end your non-permanent appointment at any time by giving one (1) working days’ notice. **If permanent state employee:** Agency Name may end your non-permanent appointment at any time by giving fifteen (15) calendar days’ notice. You have the right to request remedial action as provided in WAC 357-19-425. This appointment was made in accordance with WAC Chapter 357-19.

Pertinent details are noted below:

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| --- | --- |
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| ***Salary:*** | Range Range, Step Step; $Monthly Wage/month |
| ***Periodic Increment Date:*** | Periodic Increment Date |
| ***Insurance Eligibility:*** | Insurance Eligible OR Insurance Ineligible |
| ***Retirement Eligibility:*** | Retirement Eligible OR Retirement Ineligible |
| ***Overtime Eligibility Designation:*** | Overtime Eligible OR Overtime Exempt |
| ***Work Shift/Schedule:*** | Workdays, hours of work |
| ***Bargaining Unit:*** | Non-Represented |
| ***Supervisor:*** | Supervisor Name |
| ***Official Workstation:*** | Address City, State Zip |
| ***Return Rights to Perm Position:*** | None / Layoff List / Permanent Position / Contact Permanent Agency for Return Rights |

In the event you have questions concerning your appointment, please feel free to contact Name at Phone # or Email Address.

Best wishes in your new appointment.

Sincerely,

Supervisor/Appointing Authority/HR Liaison

Title

cc: Supervisor Name, Supervisor

 saa@des.wa.gov

 Personnel File