

SAMPLE LETTER
Expiration of Executive Service Appointment
Letter from the Agency Appointing Authority

DATE

EMPLOYEE'S NAME
ADDRESS

Dear **[EMPLOYEE'S NAME]**:

This letter serves to inform you of the expiration of your executive service appointment effective **[DATE]**. This includes a two (2) week notice period during which time you will not be required to report to the office, but will need to be available by phone to answer any questions or provide information.

You will receive a lump sum payment for any annual or compensatory time to your credit. You will be required to turn in your **[STATE ISSUED PROPERTY, E.G., KEYS, CELL PHONE, STATE ISSUED IDENTIFICATION CARD/BADGE]** and any other property belonging to state government before you leave the office today.

If you have any questions or need additional information, you may contact **[HUMAN RESOURCES DIRECTOR OR OTHER APPROPRIATE CONTACT]** at **[TELEPHONE NUMBER]**.

[CLOSING AND APPOINTING AUTHORITY SIGNATURE]