**AGENCY LETTERHEAD**

December 20, 2022

Employee Name

Employee Address

City, State Zip-Code

Dear Employee Name:

This is to inform you that your project appointment has been extended in accordance with WAC 357-19-315. Your employment in the project will terminate on date unless you are notified otherwise.

I want to thank you for your continued hard work. In the event you have questions concerning this extension, please feel free to contact Name at Phone # or Email Address.

Sincerely,

Supervisor/Appointing Authority/HR Liaison

Title

cc: Supervisor Name, Supervisor

 saa@des.wa.gov

 Personnel File