

TO: Name, Title, Employee ID

FROM: Agency Appointing Authority (**AA signs here**)

DATE:

SUBJECT: Expiration of Executive Service Appointment

This memorandum serves to inform you of the expiration of your executive service appointment as **(Position Classification)** effective **(Date)**. You will continue to receive compensation for ten (10) work days, but will not report to work. During this ten-day period, you will not be required to report for duty, but you will need to be available by phone to answer any questions or provide information.

You will receive a lump sum payment for any accrued annual and/or compensatory time to your credit. You will be required to turn in your State issued property, e.g., keys, cell phone, ID 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 Resource Director or Other Appropriate Contact)** at **(Telephone Number)**.

I verify by my signature below that I have received a copy of this memorandum.	
_____	_____
Employee Signature	Date

CC: