

Sample letter to employee

(Date)

To:**From:****Re:** Written Statement to Discuss Proposed Notice of Nonreappointment

This written statement describes the basis for my recommendation that the Board of Trustees issue you a Notice of Nonreappointment.

Your employment at the University as a full-time, non-visiting academic professional began in (month, year). Currently your position is that of (title).

Reasons for Nonreappointment

The notice of nonreappointment is necessary because <state briefly – i.e. your position must be cut for budgetary reasons – or – the quality of your work product was not sufficient>.

Evaluation of Job Performance

(Insert a brief description)

Benefits

Benefits will terminate as of the last day of work. Please contact the Benefits Center at 333-3111 or visit their website at <http://www.uihr.uillinois.edu/panda-cfbenefits/index.cfm> for more information, including the option to continue your health coverage under the provisions of COBRA. The State Universities Retirement System (SURS) can be reached at 378-8800 or you may visit their website at <http://www.surs.org>.

Alternatives to Nonreappointment

(State any possible alternatives. If there are none, insert: We regret that there are no alternatives to nonreappointment. During the transitional year, you will perform duties as assigned.)

Employment Resources

The Office of Academic Human Resources provides a variety of employment resources at their website at <http://www.ahr.uiuc.edu/career/index.htm>. Academic Human Resources can also provide advice and consultation upon request regarding resume writing and job search strategies to those seeking alternative employment. You may wish to contact that office to access these services. The U of I maintains an on-line Employment Center at <https://hrnet.uihr.uillinois.edu/panda-cf/application/SearchForm.cfm>.

[Include the following paragraph if the notice is based on a reason other than job performance:]

Relocation Plan - Full-time, non-visiting academic professional employees who are being released from their current positions due to lack of funds or for programmatic reasons are eligible to participate in the Relocation Plan. To be eligible for the Relocation Plan, employees must submit a resume to the Office of Academic Human Resources. For complete information, consult Section IX/C-26 of the Campus Administrative Manual (<http://www.admin.uiuc.edu/cam>) or call the Office of Academic Human Resources (333-6747).

Approvals

Department Head

Director, School of _____ (if applicable)

College Dean

Director, Academic Human Resources

I have received this letter.

(Name)

(Date)