

Sample letter to employee for notice of nonreappointment (for non-long-term academic professionals and all other notice-eligible academics i.e. Research Associates, Teaching Associates, and Post-doctoral Research Associates):

(Date)

Employee Name
Employee's **verified** Home Address

Dear (Employee):

This is to notify you that I am asking the Board of Trustees to issue you a notice of nonreappointment. You will receive this notice via regular U.S. Mail delivery at your home mailing address. The last date of employment will be included within the notice.

Sincerely,

(supervisor)

cc: Academic Human Resources