

COURTESY COMMUNICATION
FOR ACADEMIC STAFF WHO ARE BENEFITS-ELIGIBLE – SAMPLE LETTER

[Date]

Dear [Employee]:

Budgetary constraints are such that your position must be eliminated in the coming months; thus it is my responsibility to inform you that your employment will end at the conclusion of your current contract on [date]. Your last date of employment will coincide with the Period of Service end date on your Notification of Appointment form viewable via NESSIE at: https://nessie.uihr.uillinois.edu/cf/info/index.cfm?Item_id=1080.

Please note that your insurance benefits will terminate as of the last day of work. You may contact the Benefits Center at 333-3111 or visit their website at <https://nessie.uihr.uillinois.edu/cf/benefits/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 choose to visit their website at <http://www.surs.org>.

UNITS SHOULD ADD A PARAGRAPH RELATED TO THE EMPLOYEE'S SERVICE BETWEEN NOW AND THE CONTRACT END DATE. PLEASE CONSULT AHR WITH ANY QUESTIONS.

AS AN EXAMPLE: Your service in [Unit Name] is valued. Your project work will continue through the conclusion of your current contract and I will communicate to you any changes in work assignments in the months ahead.

Sincerely,

[Supervisor]

c: S. Jones, AHR