

Sample Letter – Non Long-Term Academic Professional

DATE (same day you talk to employee)

Confidential

Employee Name

HOME ADDRESS [for BOT Office – letter is generally hand-delivered]

Dear [Name]:

The purpose of this letter is to inform you that I am recommending that the Board of Trustees issue you a notice of non-reappointment for [budgetary or programmatic] reasons only. The Board of Trustees' office will mail the notice of nonreappointment with the exact dates of your notice period, including your final date of employment, to your home address in the near future.

Since your notice of non-reappointment is being given for [budgetary or programmatic] reasons, you will qualify to participate in the campus relocation plan. The Relocation Plan policy is available in the Campus Administrative Manual at <http://www.fs.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-26.html>. You will need to contact Academic Human Resources (217-333-6747) if you wish to participate. Additional employment resources are provided by the University and can be found at <https://hrnet.uihr.uillinois.edu/panda-cf/application/SearchForm.cfm?CFID=225280&CFTOKEN=89776599>.

Your benefits will cease on the last day of employment unless you locate another position with the University. Please contact the Benefits Center at 217-333-3111 or visit their website at https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=1123 for more information including the COBRA option to extend your health insurance after separation. The State Universities Retirement System (SURS) can be reached at 217-378-8800, or you may visit their website at <http://www.surs.org>.

I believe you know how much I regret that [budgetary matters or programmatic changes] have necessitated this action. I want to thank you for all your contributions and for the opportunity to work with you. I wish you the best in your future endeavors.

During the notice of nonreappointment period you will perform duties as assigned. I will communicate to you any changes that may be necessary due to transitioning the organization.

Sincerely,

SUPERVISOR or DEPT/UNIT HEAD as appropriate

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C: xx
S. Jones, AHR
Personnel File