***PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)***

[Date] *NOTE TO DEPARTMENTS:*

*Use this model letter if the written notification requirements can be met prior to the expiration of the employee’s current contract.*

[Employee’s Name]

[Employee’s ID#]

[Title]

[Department/College]

Oregon State University

Dear [Name of Employee]:

This letter confirms the status of your appointment at Oregon State University.

I am informing you that your fixed-term position as [Instructor/Senior Instructor/Professional, Non-teaching Faculty] ends on \_\_\_\_\_\_\_\_\_\_\_\_ and you will not receive a subsequent appointment.

I appreciate your service to [Department/Unit] and wish you well in your future endeavors. If I can be of assistance to you as you seek other employment opportunities, please let me know.

Sincerely,

[Supervisor’s Name] [Dean/Vice Provost/Vice President or highest senior

[Supervisor’s Title] administrator in your Division] Depending on the

individual requirements of the specific college, additional

signatures may be required.

C: Your HR Team