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

[Date] *NOTE TO DEPARTMENTS:*

 *Use this model letter if the*

[Employee’s Name] *written notification requirements*

[Employee’s ID#]***CANNOT be met*** *prior to the*

[Title] *expiration of the employee’s current*

[Department/College] *contract and contract renewal must*

Oregon State University *occur in order to meet the*

 *written notification requirement.*

Dear [Name of Employee]:

This memorandum will confirm the status of your appointment at Oregon State University. I am informing you that your fixed-term position in the [Department/Unit] of \_\_\_\_\_\_\_\_\_\_\_\_\_ will end on [See notation], and you will not receive a subsequent appointment. The University’s internal guidance regarding notice of non-reappointment provides for [See notation] month’s notice of non-renewal for an employee with your years of service. Therefore, OSU will renew your current appointment, which expires on June 30, 2020 until [See notation], 2020, so that you will have [See notation] month’s prior notice of non-renewal.

[Note: enter the contract end date and the number of months necessary to meet the University’s requirements regarding non-renewal notification for professional faculty, instructors, and senior instructors.]

This appointment carries the title of [“Instructor”, “Senior Instructor” or “Professional, Non-teaching Faculty”] and is for \_\_\_\_ FTE at your current annual salary rate. Your duties as [Rank/Title] are outlined in [the attached position description/position description on file] in your [college/department].

This appointment is subject to all OSU policies and standards, which are incorporated by this reference.

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