

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

[Date]

[Employee's Name]

[Employee's ID#]

[Title]

[Department/College]

Oregon State University

NOTE TO DEPARTMENTS:
Use this model letter if the notification requirements CAN be met prior to expiration of the employee's current contract.

Dear [Name of Employee]:

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

I am informing you that your fixed-term position as ["Instructor", "Senior Instructor" or "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 assistant to you as you seek other employment opportunities, please let me know.

Sincerely,

Noted and approved:

[Name]

[Title]

[Dean/Vice Provost/Vice President]

I would appreciate having your signature below only to acknowledge receipt of this letter. Please return one acknowledged copy to me.

Receipt Acknowledged by Employee

Date

C: Employee Records and Information – Office of Human Resources
OR
Business Center HR Unit
(following signature by employee)