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# Date

Employee’s Name

Employee’s Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

The purpose of this letter is to formally remind you that your position as \_\_\_\_\_\_\_\_\_\_\_ in the College/Department of \_\_\_\_\_\_\_\_\_\_\_\_ will be ending on \_\_\_\_\_\_\_\_\_. The offer letter dated \_\_\_\_\_\_\_, as provided to you by your department indicated your term which began on \_\_\_\_\_\_\_\_\_\_, would end on \_\_\_\_\_\_\_\_\_\_\_.

Please be assured that this action in no way reflects dissatisfaction with your job performance. It is simply due to the planned expiration of your term appointment.

You may contact Talent Acquisition (319-335-2656) if you are interested in applying to other University positions and have questions about to the application process.  In addition, as a University employee you have access to the Career Development Advising Service which is a free and confidential service that can assist you in assessing your current career goals, review resumes and cover letters, and provide other consultation services. For an appointment you may contact [uiemployee-careeradvising@uiowa.edu](mailto:uiemployee-careeradvising@uiowa.edu) or by calling 319-335-2656. You are also welcome to contact Faculty and Staff Disability Services (319-335-2660) for assistance concerning your health and seeking other employment. Finally, you also may wish to access the University’s Employee Assistance Program, Faculty and Staff Services (319-335-2085).

We wish to thank you for your contributions to the \_\_\_\_\_\_\_\_\_\_\_\_College / Department.

If I can offer assistance in any way, please contact me.

Sincerely,

Cc: Unit Rep