

Non-Tenure-Track Faculty - Termination of Appointment

[back to model letters](#)

Model Termination Letter

Date: _____

Dear _____:

As required by University procedures, I am writing to let you know that your current position as a non-tenure-track **(rank)** in the Department of **(Name of Department/School)** will expire on May ____, 20___. We want to take this opportunity to express our gratitude for your service to our department and to the students of Michigan Tech. *If appropriate, add:* Your record in the department is such that, if a vacancy occurs, you are eligible to be considered for it.

Sincerely,

Chair/School Dean
Department/School

C: Academic HR