LETTER C: MID APPOINTMENT CHANGE in FTE

[Date]

[Name]

[Department]

[School/College/Unit]

University of Oregon

Dear [First and Last Name]:

This letter serves as notice of FTE [reduction/increase] from [X] to [Y] beginning on [DATE] for your position in [UNIT]. [Provide brief explanation for change.]

I assure you that this action was taken after careful consideration.

Sincerely,

[Unit Head/Supervisor]

cc: Human Resources at hrdocs@uoregon.edu