LETTER A: RENEWAL for FUNDING-CONTINGENT NTTF

[Date]

[Name]

[Department/Unit]

[School/College/Institute/Center]

University of Oregon

Dear [First and Last Name]:

I am pleased to inform you of the renewal of your appointment in the [School/College/Unit].

We expect this upcoming appointment to be from [DATE] to [DATE] with an expected FTE of [X]. Because this appointment is funding contingent, the FTE and end date may change.

Thank you for your valuable contributions to the University of Oregon.

Sincerely,

[Unit Head/ Supervisor]

cc: Human Resources at hrdocs@uoregon.edu