LETTER D: Return of University Property by Funding-Contingent NTTF

[Date]

[Name]

[Department/Unit]

[School/College/Institute/Center]

University of Oregon

Dear [First Name]:

Thank you for your contributions to our research program and the University of Oregon. As a reminder, all materials, supplies and equipment purchased with university funds are university property and must remain with the university at the time of your separation. This includes but is not limited to laptops and other IT equipment, office furnishings and supplies. Furthermore, any lab notebooks or material related to sponsored research activity must be available to me as the Principal Investigator. In preparation for your separation we ask that you copy all personal electronic files to a non-university drive and remove all personal materials from electronic and paper files. As you review your files, please refer to <http://libweb.uoregon.edu/records/schedule/> which will give you guidance on the UO records retention policy. Any university keys or code cards related to your employment in my laboratory should be returned to public safety on or immediately after your last day of employment.

If you have any questions regarding the return of university property and separation paperwork, please speak with <business manager in unit office>.

Best wishes to you in your ongoing pursuits.

Sincerely,

[Unit Head/Supervisor]

cc: Susan C. Anderson, Senior Vice Provost for Academic Affairs

Moira Kiltie, Associate Vice President and Chief of Staff, Office for Research and Innovation

Sonia Potter, Director of Human Resources Operations