LETTER: NON-RENEWAL for NON-REPRESENTED NTTF

[Date]

[Name]

[Department/Unit]

[School/College/Institute/Center]

University of Oregon

Dear [First and Last Name],

This letter serves as notice of non-renewal of your appointment in the [School/College/Unit].

Your appointment is not being renewed {For career NTTF who have achieved promotion give one of these reasons: [for performance-related reasons] or [for pedagogical or programmatic reasons] or [because we are replacing your position with a tenure-related position] or [for financial reasons]}. [For career NTTF who have not been promoted: include any non-discriminatory, relevant reason].

You may wish to consult with the following resources:

* Canopy Employee Assistance Program   
  Career and transition counseling   
  (800) 433-2320 <https://www.canopywell.com/>
* UO Human Resources Benefits Office  
  Health insurance and other benefits   
  (541) 346-2956 [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)
* UO Human Resources Talent Acquisition  
  Information regarding job search resources  
  (541) 346-2963 [talent@uoregon.edu](mailto:talent@uoregon.edu)

Additional resources to assist you during this period of transition are available on the [Human Resources website](https://hr.uoregon.edu/career-transition-resources) (<https://hr.uoregon.edu/career-transition-resources>).

Please speak with [business manager in unit office] regarding the return of university property and separation paperwork. I assure you that this action was taken after careful consideration. Thank you for your valuable contributions to the University of Oregon.

Sincerely,

[Unit Head/Supervisor]

cc: Human Resources at hrdocs@uoregon.edu