[DATE OF LETTER]

[POSTDOC NAME]

[HOME ADDRESS]

Dear [POSTDOC]:

It is with regret that I must inform you that your EPA Non-Faculty position of [JOB TITLE] in [WORK UNIT NAME] is being discontinued due to the lack of availability of funds.  In accordance with the terms of your appointment letter dated [INSERT DATE OF APPOINTMENT LETTER] your continued employment is contingent upon this funding.

**[If discontinuing without an extension of the current appointment, insert this paragraph instead of the subsequent paragraph]**

This letter serves as formal notice that your appointment will be discontinued on [INSERT DATE OF APPOINTMENT END].  Between now and this date, you will continue to receive your full salary and benefits, perform the duties of your position, and report during your established work hours [INCLUDE ANY ALTERNATIVE WORK ASSIGNMENT OR LOCATION, IF DIFFERENT FROM REGULAR WORK DUTIES, OTHERWISE THIS MAY BE OMITTED].

If you have questions regarding your benefits and any benefit continuation options following your end of employment with the University, you can contact Taylor Libby in the Office of Postdoctoral Affairs.  She may be reached at [taylor\_libby@unc.edu](mailto:taylor_libby@unc.edu).

We sincerely thank you for all of your efforts on behalf of [INSERT NAME OF EMPLOYING UNIT] and wish you well in your future endeavors.

Sincerely,

[SIGNATORY NAME]

[SIGNATORY TITLE]

cc:        Departmental Personnel File

            Dean/Division Office [**AS APPLICABLE FOR YOUR AREA**]