[DATE OF LETTER]

[POSTDOC NAME]

[HOME ADDRESS]

Dear [POSTDOC]:

After careful consideration, I am writing to inform you that your EPA Non-Faculty temporary appointment as a [POSTDOCTORAL RESEARCH ASSOCIATE/POSTDOCTORAL TRAINEE] in [WORK UNIT NAME] is being discontinued and that your University employment will end effective [INSERT DATE OF APPOINTMENT END].

You will continue to receive salary and benefits until [INSERT APPOINTMENT END DATE], and you also continue your eligibility to use paid leave (e.g., vacation leave, sick leave) that may be available to you in accordance with applicable University policies and with my authorization.  During this period of time, you will be expected to perform duties as assigned by me 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, HR Consultant for the Office of Postdoctoral Affairs.  She may be reached at 962-1003 or [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**]