[DATE OF LETTER]

[POSTDOC NAME]

[HOME ADDRESS]

Dear [POSTDOC]:

It is with regret that I must inform you that your EHRA 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 the Office of Postdoctoral Affairs Human Resources at [opahr@unc.edu](mailto:opahr@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**]