**SAMPLE NTT NON-REAPPOINTMENT LETTER AT THE END OF A TERM APPOINTMENT**

I am writing to inform you that your appointment as a(n) [*Insert Title*] will not be renewed upon its termination date of [*Insert end date*] due to [*Insert reason for non-reappointment*]. If you have any questions concerning this matter, please discuss them with your department chair.

On behalf of the [*Insert Unit/School*], please accept our appreciation for your contributions to the Department of [*Insert department*] and to the University. Best wishes in your future endeavors.

Sincerely,

Dean [*Insert Name*]

c: [*Department/Program*]