

Letter of Reasonable Assurance of Reemployment

(Insert date)

(Recipient's name)

(Address Line 1)

(Address Line 2)

Dear (Insert name):

In accordance with the terms of your appointment in the Department of (Insert department name), this letter serves as notification that you will be placed on your summer non-pay status effective (Insert date).

You should discuss the status of your benefits during this period with Human Resources at your earliest convenience; you can make an appointment by calling 387-3620.

Thank you for your service to the Department during the (Insert academic year) academic year. Based on our needs in the past and projected enrollment for next (year/term/semester), we can provide you reasonable assurance that you will be reappointed to your current position. The projected date of your reappointment is (Insert date). Note that this letter does not create a property interest in continued employment nor does it constitute your reappointment.

Please sign this letter and return it to me at your earliest convenience.

Sincerely,

(Insert name), Chair

(Insert department name)

c: Dean
Human Resources

I understand and accept the terms of this letter.

Signature

Date