Sample Letter to Notice of Nonreappointment Eligible, Non-Long Term Academic Professional Employees who are Benefits Eligible

**CONFIDENTIAL**

Date: [meeting date with the employee]

[Employee Name]  
[Employee Email Address]  
[Employee Address]

Dear [Employee],

The purpose of this letter is to inform you that I am recommending that the Board of Trustees issue you a notice of non-reappointment for **[budgetary/programmatic]** reasons only. The Board of Trustees’ office will email the notice of non-reappointment with the exact dates of your notice period, including your final date of employment, to your University email address in the near future.

Since your notice of non-reappointment is being given for **[budgetary/programmatic]** reasons, you may qualify to participate in the campus relocation plan. Information about the campus relocation plan and eligibility requirements may be found online (<https://cam.illinois.edu/policies/hr-72/>). Please email [IHR-NONR@illinois.edu](mailto:IHR-NONR@illinois.edu) if you have questions about the campus relocation plan.

Your insurance benefits will terminate as of midnight on your last day of pay unless you locate another benefits-eligible position within the University. You may contact the Benefits Center at 217-265-6363 or visit their website at <https://www.hr.uillinois.edu/benefits/> for more information including the COBRA option to extend your health insurance after separation. If you will become a dependent on another health plan it is critical that you contact that health plan before your last day of employment. If you will become a dependent of a State of Illinois Health plan employee, please have that employee contact MyBenefits at 1-844-251-1777 or sign into MyBenefits <https://mybenefits.illinois.gov/account/login/choseclient> before your last day of employment to request dependent coverage to prevent a lapse in insurance coverage.

You are also being provided with a copy of the “What Every Worker Should Know About Unemployment Insurance” brochure for your reference.

I believe you know how much I regret that **[budgetary/programmatic]** matters have necessitated this action. I want to thank you for all your contributions and for the opportunity to work with you. I wish you the best in your future endeavors.

During the notice of non-reappointment period, you will perform duties as assigned. I will communicate to you any changes that may be necessary due to transitioning of the organization.

Sincerely,

[Supervisor or UEO Signature Block]

Enclosure

cc: Illinois Human Resources  
Personnel File