Sample Courtesy Letter to Notice of Nonreappointment Ineligible, Academic Staff who are Benefits Eligible

**CONFIDENTIAL**

[Date (same day you talk with employee)]

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

Dear [Name],

This letter is to advise you that the **[DEPT NAME]** will not be renewing your appointment. Therefore, your appointment as a **[INSERT JOB TITLE]** will end as of the end of your current contract (Notification of Appointment). You will not receive a formal notice of non-reappointment from the Board of Trustees. This letter will serve as your official notification that your position will be terminated effective as of the close of business on **[DATE].**

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.

You have provided valuable service to the department, but due to [budgetary or programmatic] reasons, we are not able to maintain the position that you hold. I believe you know how much I regret this necessary action. I want to thank you for all of your contributions to the University of Illinois and for the opportunity to work with you. I wish you the very best in your future endeavors.

Sincerely,

[Unit Executive Officer Name]  
[Title]

Enclosure

copy: Illinois Human Resources  
 Personnel File