Date

Name

Address

Address

Re: Postdoctoral position

 Dear [Name]:

 Thank you for the work you have done as a valued member of our research team. On [date], the term of your contract will be complete. As mentioned in your offer letter, renewal of your contract is contingent on availability of funds and is not guaranteed. At this time, we are unable to renew that contract.

 The last date of your employment will be [insert date].

 Please return your keys, University I.D. card and any other University property to [insert name of person items should be returned to]. If you have questions regarding your benefits and any benefit continuation options, you may contact Andrekia Branch in Postdoctoral Services. She may be reached at aebranch@vcu.edu.

 Please contact Andrekia Branch in Postdoctoral Services to complete an exit survey prior to your end date.

I thank you for your efforts and wish you well in your future endeavors.

Sincerely,

Supervisor Name

Title

Department

cc: Postdoctoral Services