**DATE:**  **[Current Date]**

**TO:**  **[First Name Last Name]**, **[title]**

**[Unit]**

**FROM:**  **[Unit Administrator First Name Last Name], [title]**

**[Unit]**

**SUBJECT:** Notification of Nonrenewal of **[title]** Appointment (an Academic Professional appointment)

**[For a multi-year appointment, if applicable:** You have completed the **[enter ‘second’ or ‘third,’ as applicable]** year of your multiple year appointment as a **[title]** in the **[Unit]** at Arizona State University.**]** This memorandum will serve as notice to you that your **[title]** appointment in the **[Unit]** at Arizona State University will not be renewed after the expiration of your **[20xx-xx]** **[academic/fiscal]** appointment. Under Arizona Board of Regents policy 6-302: “Conditions of Academic Professional Service” which may be found at <https://www.azregents.edu/board-committees/policy-manual>, you are entitled to a 90-day notice of non-renewal. You will not be reappointed for the **[20xx-xx]** **[academic/fiscal]** year. Your final day of employment will be **[May 15, 20xx OR June 30, 20xx].**

Between receipt of this notice and your last day of employment, you are **[expected to continuing performing your assigned duties/responsibilities.] OR [being reassigned to perform (insert description of duties)] OR [released from your job duties.]**

You will receive compensation through **[date-confirm with BOM]** and your benefits coverage will continue until that date. Applicable taxes, benefit costs and retirement contributions will be deducted from your gross salary through that date as well.

**Examples of additional instructions to Academic Professional, if applicable:**

[By **[date]**, you will be expected to have closed down your laboratory and stored chemicals in a safe and secure manner, delivered your research notebook(s) and any university property that may have been issued to you to **[designated staff member name]** in **[location],** and removed any personal belongings from your work area. If you are not able to complete the process of cleaning out your laboratory or copying appropriate laboratory notebook pages and other relevant documents during this time period, please contact me to make an appointment to return and complete those actions. Your SunCard building access will cease today as well as access to university computer accounts.**]**

**OR**

[On or before your final day of employment, you will need to return any university property (e.g., keys, laptop, computer peripherals, P-Card, etc.) that has been assigned to you to **[designated staff member name]**. You should return any parking gate access card directly to Parking & Transit Services to avoid a charge being assessed.]

**OR**

[You will need to submit all student grades by **[date]**. You will also need to return all university keys, equipment and other property in your possession to your department office and remove all of your personal belongings by **[date]**. As a reminder, personally identifiable information about students is protected under federal and state law and cannot be accessed without a legitimate educational interest and cannot be redisclosed to any third party.]

Please consult the Information Sheet for Separating Employees (<http://www.asu.edu/hr/benefits/documents/informationsheetforterminatingemployees.pdf>) parts of which may or may not be applicable to your appointment, benefits selections, etc. You are encouraged to schedule a meeting with a representative of the Human Resources Department (855-278-5081) to discuss your COBRA insurance conversion rights, the status of your health insurance, retirement benefits, and sick leave information and any other questions you may have. **[Applicable only if employee has a fiscal year appointment:** If you have a balance of accrued and unused vacation time, you will receive a lump-sum payment, less all applicable federal and state taxes, per the terms of the university’s vacation policy (ACD 704-01, which can be found at <http://www.asu.edu/aad/manuals/acd/acd704-01.html>).]

Thank you for your service to Arizona State University.

Cc: Unit Personnel File

 CLAS Director of Academic Personnel

 Human Resources