**Non-Renewal/Non-Reappointment Letter for NTT Faculty**

(please remove the above title and place this letter on your electronic letterhead)

**Date**

**Name**

**Department/Unit**

**School/College**

University of Texas at Arlington

Via email: **Email Address**

Dear **Name**:

This letter serves as official notification that your appointment as **Title** in the Department of **Department Name** will not be renewed and will therefore terminate as of **Appointment End Date**.

Any questions that you may have regarding your benefits should be directed to the Office of Human Resources.

Thank you for your service to the University of Texas at Arlington.

Sincerely,

**Name of Dean/Department Chair**

**Dean/Chair**, **Name of Department**

(THIS SHOULD BE CONSISTENT WITH THE SIGNING AUTHORITY OF THE PREVIOUS YEAR’S APPOINTMENT LETTER.**)**

cc: Academic Personnel Office at [academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu)

**Name of Dean** or **Department Chair**, **Dean or Chair**, **College or School** (THIS SHOULD BE THE OPPOSITE OF THE PERSON WHO SIGNED ABOVE)

(INSERT ITEMS BELOW AS APPLICABLE)

**Name**, **Title**, **Name of College/School/Department**

(OPTIONAL)

I acknowledge receipt of this letter.

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Faculty Name Date