

## **Appendix 6: Sample IPA Termination Letter**

[INSERT NIH LETTERHEAD]

*December 1, 2011*

*John Doe, M.D. (IPA Assignee)  
P.O. Box 123  
Monterey, MA 01245*

*Dear Dr. John Doe:*

This correspondence serves as notification of termination of your Intergovernmental Personnel Act (IPA) agreement. The termination is effective *December 31, 2011*.

As per our conversation, the IPA assignment is between the National Institutes of Health (NIH), (IC) and (University) for *professional services in our developing area of behavior genetics and the Division of Behavioral and Social Research's approach to studies of the life course*.

Any payments needed should be submitted promptly via invoice to the NIH, Office of Financial Management. We thank you for your specialized services to the NIH/IC.

Sincerely,

*IC Director's Name*  
Director, IC

cc:  
*University*  
*OFM*  
*OHR/PPAG*  
*IC AO or EO*