

SAMPLE POSTDOC TERMINATION LETTER

DATE

NAME

ADDRESS

Dear Dr. _____:

This letter is to inform you that your position of Postdoctoral Fellow in the Department of _____, in the College of _____, at The University of Tennessee Health Science Center, will be eliminated as of [date] due to _____. As a result, your current position will terminate as of that date.

Every effort was made to avoid making this decision and I regret to inform you of this action. Please allow us to express my appreciation to you for our service to the University of Tennessee Health Science Center, Department of _____. You will be provided with a Certificate of Completion for your files.

In order to continually improve the postdoc experience on the UTHSC campus, we ask that you fill out the Postdoctoral Fellow Exit Survey that can be found at www.uthsc.edu/postdoc/ and click on the Postdoc Exit Survey link on the right hand side of the screen.

Sincerely yours,

[Principal Investigator]

[Department Chair]

Monica M. Jablonski, PhD
Associate Dean, Postdoctoral Affairs