Date [Date]

To: [Pre-6 Lecturer Name]

From: [Dean], School of [School Name]

RE: Notice of Action of Non-Reappointment

I regret to inform you that your position as «Title», «Step», in the Department/Unit of «Name», «School/Division/College» of «Name», will not be renewed beyond your current appointment end date of «Date», due to «Reason», as described in the attached Notice of Intent of Non-Reappointment.

[I have reviewed your written response to the attached Notice of Intent of Non-Reappointment, dated «Date».]

*OR*

[The letter of «Date» notifying you of the department’s intent not to renew your appointment indicated that you had the right to respond within 14 calendar days either orally or in writing. As of «Date response was due», no response was received from you.]

Below is important information about your benefits:

The Termination of Employment Benefits booklet (http://ucnet.universityofcalifornia.edu/forms/pdf/termination-of-employment.pdf) provides information about your various health and welfare plans when enrollment ends and your options. It also provides information on your retirement savings plan options. Please review this document carefully and contact the [benefits office] should you have any questions at «Benefits office contact information».

When certain health plan enrollments end, you may continue coverage through COBRA (http://ucnet.universityofcalifornia.edu/compensation-and-benefits/cobra.html). CONEXIS, UC’s COBRA administrator, will send you a COBRA package within 30 days after the date of your separation. If you do not receive the package within that time, please follow up with CONEXIS Customer Service at 1-877-722-2667. Please note that you have 60 days beginning with the date of your qualifying event to enroll in COBRA.

Depending on your date of hire and current age, you may be eligible to retire. Please review the following link for information about the retirement process: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/. If after reviewing the materials you would like to consider retirement, please contact the Retirement Administration Service Center at 1-800-888-8267 or <https://ucnet.universityofcalifornia.edu/contacts/rasc.html>.

You may be eligible to receive Unemployment Insurance benefits. To determine your eligibility you must file a claim at a local office of the State of California Employment Development Department. Employees may file Unemployment Insurance Claims by calling EDD at 1-800-300-5616 or via the Internet at www.edd.ca.gov.

(Letters may be personalized with comments concerning contributions to the campus, e.g., I want you to know how very much the DEPT/UNIT has appreciated your service over the years.).

We wish you the very best in your future endeavors.

Sincerely,

«Dean»

Attachment: Notice of Intent

cc: Department Chair

 Benefits Office

 Academic Personnel

 Labor Relations