HUMAN RESOURCES

END OF TERM NOTIFICATION

Date:

To:

From:

This memo serves as formal notification that your term assignment with the University of New Mexico (UNM) will not be renewed. Therefore, your last date of employment is noted below. As a term employee, you are not eligible for priority rehire or layoff rights. However, we encourage you to explore other employment opportunities within UNM for which you may be qualified. Please visit UNMJobs at unmjobs.unm.edu to search and apply for current openings.

If you wish to continue any of your benefits, please contact the UNM Human Resources Benefits Office at (505) 277-6947 for information about available options.

For more details about term appointments, please refer to University Administrative Policy 3200: Employee Classification, Section 4 - Term Appointment Employees.

Thank you for your contributions during your time with UNM.

Term End Date:

Sincerely,

Printed Name and Title

Signature