

This memo serves as formal notification that your term appointment as _____ will end on _____. As a term employee you are not entitled to priority hiring/layoff rights; however, you are welcome to apply for any University of New Mexico (UNM) positions for which you are qualified. You may visit the UNM employment website <https://unmjobs.unm.edu>. If you have specific benefits questions, please contact the Human Resources Benefits Office at 277-MyHR (6947).

Please refer to:

[University Administrative Policy \(UAP\) 3200: Employee Classification, Section 4 - Term Appointment Employees](#), for more information regarding term appointments.

Thank you for your contributions to _____
University of New Mexico.

and to The

Sincerely,