**POSTDOC TERMINATION LETTER TEMPLATE**

Date

Name

Title

Department

Dear [name]:

Per our discussion[s] on [insert dates or time period] concerning [insert description: your job performance in the area[s] of, or insufficient funding to support your position], I regret to inform you that I have decided to terminate your appointment as Postdoctoral Scholar in the department of [insert name of department] effective [end date].

Please return your keys, University I.D. card and any other University property to [insert name of person items should be returned to]. If you have questions regarding your benefits and any benefit continuation options, you may contact Andrekia Branch in the Office of Postdoctoral Services.  She may be reached [aebranch@vcu.edu](mailto:aebranch@vcu.edu).

Please contact Andrekia Branch in the Office of Postdoctoral Services to complete an exit survey prior to your end date.

I thank you for your efforts and wish you well in your future endeavors.

Regretfully,

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Supervisor name Date

Title

Department

Cc: Office of Postdoctoral Services