

University of Pittsburgh
School of Medicine

**NON-RENEWAL
RESEARCH ASSOCIATE APPOINTMENT
SAMPLE LETTER**

Personal and Confidential

Dear Dr. _____:

I am writing to advise you that your [research associate] appointment will not be renewed beyond _____ date _____.

Please accept my thanks for your past service. I wish you well in future endeavors.

Sincerely,

Department Chair

cc: Dean, School of Medicine
Vice Dean, School of Medicine