

Date

Jane Doe

Title

CUMC Address

New York, NY 10032

Subject: Letter of Nonrenewal

Dear Dr. Doe:

We must regretfully inform you that your full-time appointment as an (academic title) in the Department of (department) at the Columbia University Medical Center will not be renewed after (date).

We deeply appreciate the skill and care with which you have served the Department of (department). You have our best wishes and those of the Department of (department) for your future career.

Sincerely,

\_\_\_\_\_  
Michael Jordan, M.D. (example)  
Chief of (division)  
Professor of (department)

\_\_\_\_\_  
Kevin Costner, M.D., Ph.D. (example)  
Professor and Chair  
Department of (department)

Please sign below to acknowledge your receipt of this letter.

\_\_\_\_\_  
Jane Doe, Ph.D.  
(academic title)

Date: \_\_\_\_\_

Chair's Initials/preparers initials

cc: CUMC Office of Faculty Affairs