**Last Updated: October 5, 2021**

**Instructions:**

1. Use this template for Out-Of-Unit Non-Tenure Faculty reappointments only.
2. For appointment requirements visit: [Overview of Appointments](https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/advertising-the-job/overview-of-appointments/)
3. Letter must be printed on official UF letterhead.
4. Remove language from header and footer.

[Insert date]

Dear Name,

I am pleased to offer you reappointment to your position as a <Classification Title> <Position Number> with NAME OF DEPARTMENT. Your reappointment is for the period <DATE> through <DATE>. Your reappointment is to a nine-/twelve-month, non-tenure accruing position, at 1.0 FTE. Your salary will be $### (biweekly rate of $###).

Your reappointment will cease on the date indicated in this letter. No further notice of cessation of employment is required. <**If applicable**> - Any reappointment beyond these dates is discretionary and will be dependent upon availability of funding, department needs, and your satisfactory performance of assigned duties.

Please indicate your acceptance of this reappointment and conditions by signing the line below and returning a copy of this letter to me as soon as possible, but not later than <DATE>.

Thank you for your contributions to the Department of <NAME>. We look forward to continuing to work with you.

Sincerely,

NAME

TITLE

**Acceptance of Offer**

Please indicate your acceptance of our offer by signing below and returning a copy of the letter, with your original signature, to me no later than <date>.

I understand and accept the conditions of this appointment as outlined above.

Accepted:

NAME Date