**Last Updated: March 3, 2025**

**Instructions:**

1. Letter **should not** be used to supplement the standard GA 9-or-12-month appointment letter.
2. If Graduate Assistant’s specific assignments are known prior [GAU CBA Article 4.5](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ufgau.org%2Fuploads%2F6%2F4%2F6%2F7%2F64675501%2Fcba_21-23.pdf&data=05%7C02%7Cjtraster2%40ufl.edu%7Cee0cd77d3c044dbdea1008dd5a9616b4%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638766322863681986%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=bLeQ7gKJmSeyfcuVcbSOHrdgWRmceVMcYqYPAXjNkdY%3D&reserved=0) deadlines, then providing their regular appointment letter instead of this reappointment notice is recommended.
3. Letter must be printed on official UF letterhead.
4. Remove language from header and footer.

[Date Issued]

[Student Name & UFID]

On behalf of the University of Florida, we are pleased to provide your reappointment notice for the upcoming academic year in the Department of [unit] beginning [insert start and end date]. This [insert FTE amount] appointment has a salary of [insert rate] paid in bi-weekly installments of [insert amount]. Please note that you will receive your official appointment letter at a later date before your graduate assistantship begins.

Please do not hesitate to contact me at [insert phone number] or by e-mail at [insert email address] if you have any questions about your reappointment notice.

[Department Contact Name]

[Department Contact Information (title, email/phone)]

[Department Signature]