

Date

Employee Name

Department

Campus address

Dear Dr. {Postdoc}:

Unfortunately, the funding that has supported your salary as a Postdoctoral Researcher is ending. I deeply regret to inform you that it is necessary to terminate your current appointment. The final date of your appointment will be {date}.

You are encouraged to review the University or Medical Center careers sites (<http://jobs.osu.edu/> and <http://medicalcenter.osu.edu/careers>, respectively) and apply for suitable campus job vacancies. The Office of Postdoctoral Programs in the College of Medicine may also be considered a resource to you in your future job search; see <http://medicine.osu.edu/research/postdoc> for the office's contact information.

You will be eligible to purchase continued health benefit coverage with COBRA following your termination. You should call the Office of Human Resources Benefits at (614) 292-1050 for more information about continuing the University medical, dental, and/or vision plans in which you are currently enrolled.

Upon termination from The Ohio State University, you may be eligible to convert your Unum Life Long Term Disability coverage to an individual policy at your expense. You must convert the coverage within 31 calendar days of the coverage termination date. To obtain an application, contact the Office of Human Resources, Integrated Disability office at (614) 292-3439 or toll free at 1-800-678-6413 or visit the website at www.hr.osu.edu/benefits/disability.htm.

You may also find the information provided by the Office of Human Resources at <http://hr.osu.edu/events/leavinguniversityemployment.aspx> helpful (see the Involuntary Termination Due to Reduction in Force section). It discusses other benefits and items affected by the end of your appointment, including your retirement account, your possible eligibility for unemployment compensation, and your parking pass, if applicable.

{Insert paragraph for foreign nationals, can edit to customize for visa type:} Please contact the Office of International Affairs (<http://oia.osu.edu>) concerning your visa status for important information about when you must leave the United States, how to transfer your employment if another position is found, and other related issues. All Hs and Js must complete a Departure Form, available on the OIA website, before their appointment ends. For H-1Bs being terminated before your status end date, if you are not porting to another employer within the United States, your department is responsible for paying the reasonable cost of return transportation to your home country. NOTE: J-1s have 30 days from their termination date to depart the United States; however, if other U.S. employment is found, you must "transfer out" (request that International Affairs release your J to your new employer) *before* your termination

date. There can be no break in employment dates between OSU and your new employer. H-1Bs must leave the United States *on* your termination date if no other petition has been filed.

Thank you for your services to this department. I wish you the very best in securing other employment. Please let me know what assistance I can provide you in your job search.

Sincerely,

Faculty Advisor/PI

CC: Kate Dillingham, Director of Human Resources, College of Medicine
Carolee Barber, Program Manager, Office of Postdoctoral Programs
{name}, Department Administrator