



(Department Letterhead)

(Date)

(Faculty Member's Name)

(Faculty Member's Address)

Dear (Dr./Ms./Mr. _____):

This is to remind you that your appointment as (Title) of (Department Name) at Brown University will be ending on (Date). You will receive a formal notice from the Dean's office regarding the end of your appointment. As of (Date), you will no longer hold a (faculty/affiliate) appointment at Brown University.

I appreciate the contributions you have made to the Department, The Warren Alpert Medical School, and Brown University. On behalf of the Medical School and University, I'd like to extend our best wishes for your future success.

Sincerely,

(Department Chair Signature)

(Department Chair Name)

Cc: BioMed Faculty Administration