**For: Chair/Director**

Dear <insert first name, last name >,

I am writing to you as a part-time faculty member in our department. My purpose in writing is to confirm that your employment contract with an end date of <DATE> under the *Policy and Procedures on Employment Conditions of Part-time Academic Staff,* 1994 ***will not be renewed.*** Accordingly, your employment with the University of Toronto will automatically end on that date.

You will continue to work until <CONTRACT END DATE> and continue to be paid your usual salary, subject to usual deductions, and be entitled to continue participating in the benefit plans, including the pension plan, on their terms as they exist from time to time to the extent that you are currently participating.

Your participation in all benefit plans, including the pension plan, will cease on <CONTRACT END DATE>, except Green Shield Health and Dental Benefits which are one month prepaid and will end on the final day of the subsequent month. Note that you may have conversion rights that apply to certain benefits such as life insurance and pension. Please speak with **Claremont Uy** to discuss this further.

If you find new employment within the University between now and <END DATE OF CONTRACT>, the notice of termination provided will automatically be rescinded and in that case, you would simply continue in your new position according to its terms.

As we have communicated previously, the University and the University of Toronto Faculty Association recently agreed to significant changes to the *Policy and Procedures on Employment Conditions of Part-time Faculty, 2021*. Given your length of employment at the University of Toronto as a part-time faculty member, you are not affected by these changes.

If you have any questions concerning this letter, please do not hesitate to contact me or UTM’s Human Resources office at (905) 828-3935.

Thank you for your contribution to the University.

***Chair/Director/Signature***

cc. Dean’s Office