Template: DECISION TO NOT SEEK TENURE (August 2013)  
  
  
DATE

NAME

ADDRESS

Dear

I have received notice that you have decided not to complete your mandatory tenure review during AY20xx -xx. *Select relevant language:* As a result Department Chair NAME will cease preparation of your dossier. *Or* As a result your dossier will be removed from the process and the review of your dossier will cease.

Your current appointment as RANK for AY20xx –xx and AY20xx-xx will not be affected by your decision. As there are no further reappointment reviews to be processed your position in the department will end on May 30, 20xx.

*Your closing statement*

Sincerely,

Dean

College

Cc: Chair

Associate Provost