*\*Notes for sender (delete this section prior to issuing notice to employee):*

1. *Enter appropriate information in areas below that contain red text.*
2. *Have a witness present and present notice to employee in person.*
3. *Witness should initial and date notice*
4. *If employee is not available to present notice in person, send employee notice by certified mail with return receipt.*
5. *Contact HR for advisement prior to issuing notice is highly recommended.*
6. *For additional information, contact Jesse Perez, Director of Employee and Labor Relations, at 753-5057.*

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Letter Head

Date

Employee Name

Employee Address

Pursuant to Northern Illinois University Board Regulation II.A.10.b.(2-c), this letter is a notice of non-renewal of your Supportive Professional Staff (SPS) appointment as Employee’s Title. The employment contract termination date is effective Termination Date. The referenced Board Regulation is available online: <http://www.niu.edu/board/regs/sectionII.shtml>. A printed copy is available upon request.

Please be advised that you will be required to continue fulfilling job responsibilities, adhering to directives, and following university policies until the employment end date above. Noncompliance of such requirement may determine cause for a separation of employment earlier than scheduled contract termination.

For additional information regarding the Board Regulation, please contact Human Resource Services at 815-753-6000. Please contact me if I can answer any other questions.

Signature

Name of Department Head

Title

CC: Divisional Vice President

Personnel File, Human Resource Services