**Sample Notice of Early Termination**

Use your mouse to highlight this text. Then copy and paste into a Word document for editing.  
Modified: February 10, 2017  
  
Instructions for administrators:

1.     You should give this notice at least 30-60 days before the early termination date occurs; 90 days is typical in cases of funding shortfall.

2.     If the postdoc is on a visa, you must provide a written/e-mail notice of this early termination date to the Bechtel International Center.

3.     Any terminations due to inadequate academic progress must follow a process by which progress discussions and written evaluation by the faculty PI are made.  This process must note the specific steps to be taken in order to remedy any deficiencies, and the possibility of early termination if those deficiencies remain by a specific date. Such process takes place several weeks/months in advance of taking this early termination action.

4.    Contact the Associate Dean for Postdoctoral Affairs if you have questions.

***[Date]***

***[Scholar Name]***

***[Scholar Address]***

Re:  Notice of Early Termination of Appointment

 Dear Dr***. [Scholar Name]***

This is to notify you that your postdoc appointment will end earlier than the expected contractual end date of ***[appointment end date]*** due to ***[state reason here: a loss in funds from the “grant/contract name” OR insufficient progress as documented by our conversation and my letters of XX/XX/XX.]*** This means that I must make a difficult decision and end your postdoc appointment effective ***[early termination date].***

Your Postdoc appointment and core benefits (disability, travel, and life insurance) will end on ***[early termination date];*** your health insurance benefits will end on the last day of the month in which your appointment ends. After that date, you will have the option to continue your health coverage through COBRA for up to 18 months.  Basic Pacific, the postdoc COBRA Administrator, will mail you a COBRA packet to the address on record in Benelogic. The packet will contain instructions on how to enroll in COBRA as well as the COBRA rates (full premium cost plus a 2% administrative fee).  You will have 60 days from your first day of eligibility for COBRA (first day without health benefits through the Postdoc Benefit plans) to enroll in COBRA health benefits. COBRA coverage effective date will be retroactive to the first day you lost coverage. For additional information, please visit: <https://postdocbenefits.stanford.edu/benefit-options/cobra-coverage>.

Sincerely,

***[Faculty Sponsor]:***

Cc:  Sofie Kleppner, PhD, Associate Dean of Postdoctoral Affairs