**Continuing Support Template**

Modify this template to your own department's needs and tone. L&S will need to review drafts of all formats that differ from this sample.

Dear (student name),

 I am happy to confirm our department's continuing commitment of financial support, as stated in our initial guarantee of support at the level of [at least one-third] time. According to our records, the 2020-21 academic year represents the \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ of the total of \_\_\_\_\_\_\_ consecutive semesters in your guarantee. Please note that if you are a non-native speaker of English and are assigned to a teaching assistantship, your appointment is contingent on your meeting our standards for spoken English proficiency; if you are unable to meet the required level of proficiency, it may be necessary to cancel the appointment and your guarantee of support. This offer letter is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

 We expect this support to continue in 2020-21, assuming you continue as a graduate student in our program and continue to perform well academically as well as in any assigned responsibilities. When we have more detailed information about your assignment and appointment we will let you know.

 Please be sure that at the end of the academic year you have left an address at which we can contact you during the summer. For your information, the 2020-21 academic year begins on August 17, 2020, with classes beginning September 2; the year extends through the end of the payroll period on May 16, 2021.

 Please respond in writing by \_\_\_\_\_\_\_\_ indicating your availability for an assignment for 2020-21 under your guarantee. If you have already arranged an assistantship or fellowship for one or both semesters, please let us know that as well.

Sincerely,