**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**ACADEMIC STAFF TERMINAL TO RENEWABLE LETTER**

[date]

[name and address]

Dear [name]:

This letter is being sent to notify you that your fixed-term terminal appointment as [title] in the [name of Department/Center] will be changed to fixed-term renewable effective the date of this letter. A fixed-term renewable appointment is renewable as long as the appointee renders satisfactory service, funds are available, and the directions or needs of the program do not change.

*(Include the following two paragraphs if the employee will now be entering the WRS)*

With this change you will move from the Graduate Assistant Benefit Program to the Wisconsin Retirement System (WRS). Please find enclosed a summary of benefits available to faculty, academic staff and limited employees. Detailed information about benefit plans may be found at <https://www.ohr.wisc.edu/benefits/>. A benefits walkthrough tool can be found at <https://uwservice.wisconsin.edu/ebenefits/>.

**I recommend that you read the benefit information carefully.** Since the enrollment period for many of the benefit programs is within 30 days of becoming WRS eligible, please see [name of benefits coordinator] immediately to avoid any loss in benefits or the need to provide evidence of insurability.

All other terms and conditions of your appointment remain unchanged.

Please feel free to contact me if you have any questions.

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]