April 16, 2021

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the Department of [NAME] faculty have recommended your reappointment at the rank of [TEACHING TITLE], for a nine-month service period, for another [NUMBER] of years, effective [MM/DD/YYYY].

This rank requires a record of substantial success in teaching. Further, it requires extensive training, competence, and experience in the discipline ([UW Faculty Code Section 24-34 A.2 and B.3](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2434)).

Congratulations on your reappointment!

Sincerely,

[NAME OF CHAIR]

Professor and Chair

Department of [DEPT]

Cc: Department files