

**Template Non re-appointment – Honorary**

Dear <Title> <Surname>,

**Re: Honorary Reappointment with the University of Newcastle**

Thank you for your continued participation as an Honorary appointment holder with <School> over the past <number> years.

As the new three-year term is due to commence, the <Head of School or equivalent> has been reviewing all Honorary appointments and determining an individual’s reappointment based on a broad range of factors. At this time, the University is not seeking to reappoint you as an Honorary staff member for the <term start date> to <term end date>.

If you would like to discuss your Honorary reappointment in greater detail, please contact me no later than <enter date> on <insert School phone number> or email <insert School email> to arrange a suitable time to meet.

Again, thank you for your continuing contribution to the <School> and I wish you well in the future.

Yours sincerely,

<HoS Title and Name>

<HoS Position Title>