

Additional Help: 450
File Name: 450saa_042301_cd24
Last Revised: 04/23/2001

**SAMPLE LETTER
TERMINATING EMPLOYEE'S LIMITED APPOINTMENT
ON THE EXPIRATION (NTE) DATE**

Dear _____:

You are now serving under a time-limited appointment that expires on (**date**). This letter is to notify you that your appointment as (**title, class, salary**) will be terminated no later than the date shown on your appointment notification (Standard Form 50). Accordingly, this letter will constitute formal notice of your separation upon the expiration of your present appointment.

Your separation will take effect as close as possible to the date shown in the first paragraph above. However, in no case will you be separated earlier than 30 days **[60 days if the employee has reemployment rights in another Federal agency]** after receipt of this letter. You may request, in writing, separation at an earlier date. **[If overseas]** You should plan your departure from post by computing the time required for travel to your U.S. residence via Washington D.C., plus up to 15 workdays temporary duty in USAID/W, and then subtracting the total number of days computed from the approximate effective date shown above.

It is important that you and your eligible family members complete the prescribed medical examinations before the effective date of your separation from the USAID Foreign Service. If you do not complete the prescribed medical examinations before the effective date of your separation, you will be deemed to have waived any future claim for medical examination, treatment, or care under the Foreign Service Act of 1980 as amended. The effective date of separation will not be delayed for failure to complete the prescribed medical examinations.

[Add if applicable] Our records indicate that you were granted reemployment rights in (**name of agency**). If you desire to exercise these rights, you must apply within 30 days after your separation from USAID.

[For overseas employees] The enclosed sheet, Information for Separated Employees Posted Overseas, contains information that you may find useful in making your plans. On behalf of the Agency, let me express to you our gratitude and appreciation for the service that you have rendered in this important program.

Sincerely yours,

Title and Signature