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

Dear \_\_\_\_\_:

You are now serving under an appointment that may not exceed (**date**). This letter is to formally notify you that your appointment as (**title, class, and salary**) is being terminated earlier than planned for the reason indicated below. This action is in accordance with Section 612 of the Foreign Service Act of 1980 as amended and the provisions of ADS Chapter 450, Termination of Time-Limited Appointments.

**[Insert reason here]**

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 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 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**). Should 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.**[Insert proper spaces below]**

Sincerely yours,

Title and Signature