



Department of _____
College of Medicine
University of Saskatchewan

(DATE)

Dr. _____
Address
City, SK, P.Code

Dear Dr. _____:

I am writing to thank you for your support of the medical education program at the University of Saskatchewan. The time, effort and expertise you extended to our medical students and residents is greatly appreciated.

The College has reminded me that your term faculty appointment expired more than two years ago. For many reasons, it is important that we keep our faculty lists accurate and up-to-date. We have been unable to locate records showing academic activity during the past two years and for that reason, I assume that you are no longer able or willing to participate academically. As such, I will be confirming with the College that your name be removed from faculty appointment lists.

My information could be mistaken of course. If that is the case, please advise me as soon as possible, in which case I will recommend a renewed faculty appointment on your behalf. To do so, I would ask that you send me your updated CV so that the appointment renewal process can be initiated. This must occur prior to May 31st of the current academic year. In order to assist medical faculty with capturing pertinent, professional information, the College is encouraging everyone to follow the format for the [U of S CV](#) (see sample and template CVs available).

The College of Medicine gratefully acknowledges your skills, expertise and past academic contributions.

I would be more than happy to recommend renewal of your faculty appointment, but will assume that you do not want me to do so if I do not hear from you prior to June 30. Again, I thank you for your valuable contributions to the education of our medical students and future physicians. Should you have any questions, please contact me at: _____.

Sincerely,

Department Head
Department of _____

