

**Template to Remove an Administrative Title and Supplement:  
From Department Chair to Faculty**

**Print on Department Letterhead**

Date

FACULTY NAME

Academic Rank

Department of \_\_\_\_\_

UF College of Medicine-Jacksonville

Dear Dr. \_\_\_\_\_:

In keeping with University policy, we must inform you that your administrative appointment as \_\_\_\_\_, will be removed effective **DATE**. You are receiving a \$\_\_\_\_\_ supplement for \_\_\_\_\_, which will be removed effective **DATE**.

I greatly appreciate your commitment and look forward to your continued contributions, support and productivity.

Sincerely,

\_\_\_\_\_  
Professor and Chair

Approved: \_\_\_\_\_

Linda R. Edwards, MD

Date

Dean, College of Medicine – Jacksonville