[Date]

[Postdoc Name]

[Postdoc Address]

Dear [Postdoc Name],

I write to confirm the end of your appointment on [Date] and to help you plan for this, if you are not moving to another position.

* Unemployment Benefits. (Please

Postdocs paid a salary by Harvard University are eligible to apply for unemployment benefits. Please note that the Division of Unemployment Assistance handles these decisions and can take a different view in any given case, and that University may contest unemployment benefits only in cases where the employee is at fault.

If you need help with this process, Harvard’s [Employee Assistance Program](https://my.kgalifeservices.com/?org_code=harvard) provides confidential counseling and referrals to resources for all FAS postdocs.

* Medical/dental/vision coverage. If you receive Harvard benefits, your active employee medical and dental coverage will terminate on your end date. Once your appointment end date is effective in Harvard’s PeopleSoft system, Benefit Strategies, LLC, will send you an application for continued medical, dental and vision coverage under the provisions of COBRA, which can extend for up to 18 months. To active COBRA, you must apply within the 60-day election period, and your coverage will be retroactive to your end date. Benefit Strategies, LLC, will bill you for premiums. To view COBRA rates in Peoplesoft, go to Forms & Documents >Total Rewards > Health Benefit Rates. Contact BSL at 1-855-483-3539 with any COBRA questions.
* Please note that, your access to email, calendar, and FAS online resources will be disabled on the date of your departure. Your email and calendar will be deleted 30 days after your departure date.

To-do Checklist prior to departure:

* Visa holder: Notify the Harvard International Office by filling out the form available [here](https://hio.harvard.edu/notice-extension-or-departure-ened).
* Contact information: Update your home address in Peoplesoft, under “Employee Self Service” and provide me a personal email address to ensure that the University has updated information for W-2 purposes.
* Return all Harvard property, including Harvard ID card, keys, computer equipment.
* Copy or transfer ownership of relevant, work-related documents or data that you may have on your computer, OneDrive, Google Drive, personal folders on the FAS shared drive, or consumer services that they may be using such as Dropbox or Evernote.

It has been a pleasure having you in the department. Good luck with our future endeavors. Keep in touch!

Yours sincerely,

[Administrator]

cc: Department records