

<DATE>

Dear **(Employee Name)**,

(Constituent Institution) is offering a Faculty Realignment Incentive Program (“FRIP”) to eligible tenured faculty members. The FRIP is being offered as a continual management tool, aligning tenured faculty resources with the University’s strategic and financial goals. Participation in the FRIP is completely voluntary. Eligible employees will receive a lump sum retirement incentive payment, less statutory tax withholdings, payable in their final paycheck with the University. The amount of the lump sum retirement incentive payment will be the faculty member’s base salary from the prior academic year, exclusive of any salary supplements, stipends, or other non-base salary elements of compensation.

You have been identified as an individual that may be eligible to participate in the FRIP. Please find enclosed with this offer letter a Program Summary and a Statement of Interest Form to apply for the FRIP. We encourage you to review these documents carefully. In addition, as you consider this program, you may wish to review the attached *Retirement Planning Guide*. This booklet explains the retirement benefit programs and process for applying for retirement benefits.

If you wish to apply for the FRIP, please complete the enclosed **Statement of Interest Form**, return it to **(Insert Name and Title Details of the Institution’s Designee)** via either email to **(Insert email address)** or via US Postal Service, to **(Insert mailing details)**. Emails must be sent before 11:59 pm on **(Insert Date)**. Mailed forms must be postmarked no later than **(Insert Date)**.

Sincerely,

(Insert Name and Title Details of the Institution’s Designee)**Attachments**

- Retirement Planning Guide
- FRIP Program Summary
- FRIP Statement of Interest Form
- FRIP Agreement and General Release