



MODEL MGH TERMINATION LETTER: RESEARCH FELLOWS

[INSERT DATE]

[INSERT NAME]
[INSERT ADDRESS]
[INSERT ADDRESS]

Dear Dr. [INSERT NAME]:

As we previously discussed on [INSERT DATE], this letter serves as written notice to inform you that your employment as a Research Fellow in the [INSERT NAME OF DEPARTMENT/CENTER] is being terminated as of [INSERT DATE].

[UNSATISFACTORY PERFORMANCE]

As you know, the MGH has exceptionally high standards for all its employees and it isn't always the best training environment for some Research Fellows. That said, I feel that your career needs and training interests would be best served at another institution where the expectations and obligations are more closely aligned with your working style. If I can be of assistance in helping you secure a position elsewhere, please let me know.

[FUNDING]

The [NAME OF GRANT/FELLOWSHIP] funding your support as a Research Fellow at the MGH [will/has run out / has not been renewed / will be ending at the MGH and transferred to another institution]. Should you require assistance in securing a position elsewhere, please let me know.

[5 YEAR MARK]

As you know, the Research Fellow appointment at the MGH is term limited to a maximum of five (5) years at which point it is expected that you will move into another position, either at the MGH or elsewhere. Should you require assistance in securing a position elsewhere, please let me know.

On your last day in the laboratory, you will be expected to return your keys, MGH ID badge, and any other property belonging to the Hospital to [INSERT NAME OF PI/DEPT MGR]. At this time, please also provide a written description of the dispensation of all research materials that you used during your time here, including the location of [laboratory notebooks, computer files, medical records]. You are reminded that any and all intellectual property created while employed at the MGH becomes Hospital property. Should you have any questions regarding this policy, please refer to the "Intellectual Property Policy for Partners – Affiliated Hospitals and Institutions" at

<http://healthcare.partners.org/OGCpolicies/IPPolicy.pdf>. Please sign and return the enclosed Intellectual Property Certification form.

Please note that Research Fellows at the MGH are not eligible for vacation entitlement and therefore any unused vacation time will not pay out upon termination of your employment. If you have questions regarding your health benefits, please contact the Professional Staff Benefits Office at (617) 726-9267.

[FOREIGN POSTDOCS] Should you have questions regarding your visa status, please contact the Partners Office for International Staff, Scholars & Students (“PIO”) at (617) 726-9211.

Thank you for your contributions to the research community at the MGH and in the **[INSERT NAME OF DEPARTMENT/CENTER]**. I wish you success in all your future career endeavors.

Sincerely,

[PI name and title]

Cc: Jeff Davis, Human Resources
MGH Office of General Counsel
Tayyaba Hasan, Office for Research Career Development