**[UNIT LETTERHEAD]**

To: **[NAME OF FACULTY MEMBER UNDERGOING POST-TENURE REVIEW]**

From: **[NAME OF SUPERVISOR]**

**[TITLE OF SUPERVISOR, FOR EXAMPLE “CHAIR” OR “DEAN”]**

Re: Outcome of Your Post-Tenure Review

Date: **[TODAY’S DATE]**

Dear **[NAME OF FACULTY MEMBER]**,

I am pleased to notify you that your post-tenure review has been completed successfully. The committee has determined that your performance meets or exceeds the expectations in all areas assessed. Your dedication throughout this thorough evaluation process is greatly appreciated.

This accomplishment reflects your sustained commitment to Georgia Tech’s mission and the high standards you exemplify as a tenured faculty member. Your contributions have greatly enhanced our academic environment. I wish to express my gratitude for your professionalism and the exemplary conduct you demonstrate, as well as acknowledge the positive impact you make within our community each day.

No further action is required at this time. In accordance with Section [3.3.9.1](https://policylibrary.gatech.edu/faculty-handbook/3.3.9.1-post-tenure-review) of the Georgia Tech Faculty Handbook, your next post-tenure review will be scheduled in five years.

Thank you for your continued dedication to the Institute and its students. We anticipate your ongoing success and valuable contributions in the future.

Sincerely,  
**[NAME OF SUPERVISOR]**  
**[TITLE OF SUPERVISOR]**