**Attachment B - Relinquishment Letter to Sponsor from UD**

Sponsor Name

Sponsor Address

RE: Award No.:

Title:

UD reference no.:

Dear Sponsor:

This letter is to advise you that *name*, Principal Investigator of the above referenced grant has terminated his employment with the University of Delaware as of *date*. Dr. *name* has accepted an XXXX position at the University of XXXXX, beginning *date*. Our institution is requesting that the remaining portion of this grant be re-issued to the University of XXXX effective *date*. Once the closeout is completed at the University of Delaware, our office will confirm the final amount.

In preparation of closing this grant so that it can be re-issued to the University of XXXXXX in a timely manner, we would appreciate it if you could respond to our request by *date*. If you have any questions regarding this request, please contact *C&G Analyst* at [xxxx@udel.edu](mailto:xxxx@udel.edu).

Sincerely,

*Name*  *Name*

Contract and Grant Analyst Principal Investigator

Research Office Department of XXXXXX