Template for Postdoc Offer Letter

Date

Dr. First Name Last Name

Street Address

City, State

Zip Code

Dear Dr. Last Name:

I am pleased to offer you the position of Postdoctoral Fellow in the Department of (insert name) at the University of Memphis. This is a one-year, non-tenure track appointment at an annual salary of $\_\_\_\_\_\_\_\_\_\_\_ to be paid in twelve monthly payments. The appointment will begin on \_\_\_\_\_\_\_\_\_ and to end on \_\_\_\_\_\_\_\_\_\_\_\_\_.

The University of Memphis offers a comprehensive benefits program. To learn more about the employee benefit programs, please visit the web site at <http://www.memphis.edu/benefits/info/faculty.php>.

(Insert any specifics regarding assignment here or insert grant language if pertaining to the position)

To process your appointment, we will need to have an official transcript. Please have the institution that awarded your highest degree submit an official transcript directly to The University of Memphis, Office of Faculty Administrative Services, 374 Administration Building, Memphis, TN 38152-3120.

Shortly after you return this offer letter, you will be receiving an email from “Data Facts, Inc” asking you to fill out a form to complete the background check for employment.

The foregoing contract terms are contingent upon the approval of the Provost and the President of the University, and the Board of Trustees, if necessary. Please return your acceptance as soon as possible so that processing of your appointment can proceed. You will not be bound to these terms until you accept the formal contract offer.

Sincerely,

 \_\_\_\_\_

Chair

 \_\_\_\_\_

Dean

(use only your College/School requires Dean’s signature)

I accept this offer of employment:

 \_\_\_\_\_

 (Name of New Hire)