

Sample Offer Letter – Print of department letterhead

Date

Address

Dear [name of postdoctoral scholar candidate]:

The purpose of this letter is to officially offer you an appointment as [title] in the Department of [official departmental title] at The University of Texas Health Science Center at Houston. This offer has been approved by the chairman of the [official departmental title]. Your appointment is subject to all University policies.

This appointment is scheduled to begin [month date year] for a period of [duration of appointment]. Your (salary/ stipend / compensation) will be a salary of [\$ per year]. [Insert wording for any stipulations or explanations of the amount or nonpayment]. Continuation of your salary and of your appointment will depend upon satisfactory progress and availability of funds.

(Benefit eligible / employee/ student/ none – define option) your benefits will be explained to you by a representative of the university Human Resources department after you arrive at The University of Texas Health Science Center at Houston

Your research activities will be supported by a grant, [grant title] from the [grant agency] directed by [grant PI]. The goal of this research is to (brief description of the grant and the contribution expected by the applicant).

Your appointment is contingent upon meeting all university and legal requirements including, but not limited to a criminal background check, verification of academic credentials, proof of employment eligibility, documentation of your post-doctorate degree. If you are not a U. S. citizen or U.S. permanent resident, this offer is contingent upon eligibility, processing, and approval of an appropriate non-immigrant visa. You are required to work with our department and the Office of International Affairs to acquire and maintain a valid visa status.

To accept this position and please sign and return copy of this letter to _____ Also, please feel free to contact me if you have any questions about the appointment process.

Sincerely,

(Mentor signature)
PI Name and title

Position accepted _____ Date _____
(Signature of Postdoctoral Scholar Candidate)