

Sample Status 21 letter to be printed on Office of Postdoctoral Education letterhead

Today's date

Postdoc's name, degree

Street Address

City, State, Zip

Re: Appointment as a Postdoctoral Scholar **Employee (status code 21)**

Dear Dr. _____

Congratulations on your new postdoctoral appointment at the University of Alabama at Birmingham (UAB). Your appointment as a Postdoctoral Scholar Employee (status code 21) in the School of _____, Department of _____, Division of _____, reporting to Dr. _____, is effective _____ - _____. Pending satisfactory progress, your appointment as a Postdoctoral Scholar may be renewable annually for up to an additional three years upon written agreement between you and Dr. _____. The service that you provide to UAB will be designed to enhance your professional development, as well as contribute to the teaching and research missions of the University. Your annual compensation will be \$_____.

As a Postdoctoral Scholar Employee, you are eligible for benefits which include single or family insurance coverage by UAB Viva Health, group term life insurance, and long term disability insurance, all at no cost to you. Details about these as well as elective benefits available will be explained to you in detail during the Human Resource Management orientation or by scheduling an appointment with the Benefits office (934-3458). A representative of your department is responsible for scheduling a date for your orientation. Please note that you have 31 days from your starting date to enroll in coverage or you will not have another opportunity for enrollment until "Open Enrollment" period usually in October with coverage to begin in January. If you are not a citizen of the United States, the International Scholar and Student Services office will contact you regarding tax related information.

Complete a Postdoctoral Scholar Personal Data Form **after you arrive at UAB**. This form is enclosed and may also be found on the postdoctoral Web page at www.postdocs.uab.edu. The Postdoctoral Scholar Personal Data Form requests information needed for UAB and governmental record-keeping. We especially need your **UAB campus e-mail address** to enable the OPE to contact you regarding opportunities available to enhance your training while at UAB. Our intent is to help you make your postdoctoral experience as productive and rewarding as it can be.

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Status 21 letter
Today's date

Please indicate your acknowledgement and acceptance of these conditions by signing below and returning to your department.

Sincerely,

Lisa M. Schwiebert, Ph.D.
Associate Dean
Office of Postdoctoral Education

Mentor, degree
University job title
Department of _____

Cc: Department Chairman/Division Director, degree
University job title
Department of _____

I accept this offer as a postdoctoral scholar employee (status code 21) in the School of _____, Department of _____, Division of _____, reporting to Dr. _____.

Postdocs's name, degree

(Date)

Enclosure