
Research Foundation Employee Offer Letter



Date _____

Name _____

Address _____

Dear _____,

We are pleased to offer you the position of _____ with the Research Foundation of State University of New York at Binghamton, a private non profit corporation. You will be working in the office of _____ and supervised by _____. The effective date of this appointment is _____ and appointment is contingent on proof of identity and employment eligibility. If you accept this appointment your annual salary will be _____.

Your employment under this appointment may be terminated with or without cause or notice at any time at either your option or that of the Research Foundation.

Employee benefits and leave information will be provided in a separate communication.

If you accept this offer, please sign and return the enclosed copy of this letter to _____.

When you arrive at Binghamton University, please bring proof of identity and proof of either United States citizenship or employment authorization.

I look forward to hearing from you on this offer. If there are questions, please contact me.

Sincerely,

I Accept the Appointment:

Signature and Date

cc: Research Foundation Personnel and Payroll