Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am very pleased to inform you of your appointment as a Research Associate in the Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS). This appointment is based on your valuable research contributions during your time as a Postdoctoral Fellow and your emergent role as a lead researcher in my group.

You will continue to work on TOPIC(S) OF RESEARCH – please detail the topics and scope of research and reference relevant grant projects as applicable. Research Associates are eligible for co-PI rights, dependent on suitable instances. Indicate this privilege if it seems relevant to this researcher.

This appointment will be in effect from DATE through DATE with the possibility of renewal depending on continued funding and satisfactory performance. You will receive an annual salary of $ AMOUNT paid to you monthly on the last business day of the month. You will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements. If applicable, please work with your Academic Appointments Manager regarding your visa extension.

Prior to your next renewal date, I look forward to discussing your achievements and progress and to setting objectives for the following year.

Research Associates are benefits-eligible employees of Harvard University, so any Harvard employee benefits that you currently have will continue. Full-time Research Associates are allowed 20 days of vacation per year (accrued at a rate of 1.67 days per month). This time may not roll over from year to year, and there is no payout of unused vacation time when your appointment ends. Please discuss your vacation and holiday plans with me in advance.

Please let me know if you have any questions about this position. I very much look forward to continuing to work with you.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager