Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am writing to confirm your reappointment as a [Title] in my group. Your reappointment will be effective from Start Date through End date [paid appointments only: at the annual salary/stipend of $amount]. Your appointment has the opportunity for renewal subject to mutual agreement, continued funding, and satisfactory performance. You will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

You will continue to work on TOPIC(S) OF RESEARCH – please detail in a short paragraph the topics and scope of research and reference relevant grant projects as applicable.

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

For paid Postdocs and Research Associates only:

You will continue to earn vacation time at the rate of 1.67 days per month. In accordance with FAS/SEAS policies, unused vacation time does not roll forward into subsequent appointment years. Nor is unused vacation time paid out when you leave Harvard. Please discuss your vacation and holiday plans with me in advance.

International scholars only: Your Academic Appointments Manager will be in touch with you regarding extending your visa authorization, if applicable.

If you decide to leave your position before End Date, please inform me so we can work together on your transition. 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