Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am writing to confirm your reappointment as an Associate in my group. Your reappointment will be effective from Start Date through End date. Your appointment has the opportunity for renewal subject to mutual agreement.

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.

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