Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am very pleased to inform you of your appointment as a [Research Scientist / Senior Research Scientist] in in the Harvard John A. Paulson School of Engineering and Applied Sciences. This appointment is based on your valuable research contributions and leadership 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 Scientists & Senior Research Scientists are eligible for co-PI rights. Indicate this privilege if it seems relevant to this researcher.

Your appointment, which is contingent on funding and is for a term of five years, will begin on [DATE] and end on [DATE]. You will receive an annual salary of $ AMOUNT paid to you monthly on the last business day of the month. As a [ Research Scientist / Senior Research Scientist] you will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

[Research Scientists / Senior Research Scientists] are benefits eligible employees of Harvard University, so any Harvard employee benefits that you currently have will continue.

As you know, this appointment may be renewable for an additional five-year term, contingent on a review of productivity and contributions. Such a review would take place within the first six months of your fifth year. Feedback on performance will be provided on an annual basis.

INTERNATIONAL: If applicable, please work with your Academic Appointments Manager regarding your visa extension.

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

Sincerely,

[PRINCIPAL INVESTIGATOR,]

cc: Academic Appointments Manager