

Appointment Offer Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you an adjunct faculty position in the [Department Name] at [Institution Name]. Your expertise in [specific area of expertise] will be a valuable addition to our faculty, and we are excited about the possibility of you joining us.

The terms of your appointment are as follows:

- **Position:** Adjunct Faculty
- **Term:** [Start Date] to [End Date]
- **Compensation:** [Salary/Rate]
- **Course(s):** [List of Courses]

Please confirm your acceptance of this offer by signing and returning this letter by [acceptance deadline]. Should you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Contact Information]