

Offer of Appointment

Date: [Insert Date]

Dr. [Candidate's Full Name]

[Candidate's Address]

[City, State, Zip Code]

Dear Dr. [Last Name],

We are pleased to extend to you an offer for the position of Assistant Professor in the Department of [Department Name] at [University Name]. This appointment is set to commence on [Start Date].

Your primary responsibilities will include teaching undergraduate and graduate courses, conducting research, and engaging in service activities within the university and your professional community.

The terms of your appointment include an annual salary of [Salary Amount], along with benefits as outlined in our faculty benefits package. Further details regarding your specific responsibilities, tenure-track status, and other terms will be provided in your official employment contract.

We are excited about the prospect of you joining our faculty and contributing to the academic community at [University Name]. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline].

Should you have any questions or require further information, feel free to reach out to me directly at [Contact Information].

We look forward to welcoming you to our department.

Sincerely,

[Your Full Name]

[Your Title]

[Department Name] - [University Name]

[Contact Information]