

# Faculty Appointment Offer

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

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

As an Associate Professor, you will be expected to engage in teaching, research, and service to the university community. Your starting salary will be [Salary Amount], with additional benefits including [list benefits].

Your teaching responsibilities will include [brief description of teaching duties]. Additionally, we encourage you to pursue research opportunities that align with your expertise.

Please review the attached documents which outline the terms and conditions of your appointment, including details about your benefits package.

We are excited about the potential contributions you will bring to our faculty and the impact you will have on our students. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline].

If you have any questions, please do not hesitate to contact me at [Your Contact Information].

We look forward to welcoming you to [University Name]!

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Contact Information]