

Faculty Appointment Offer

Date: [Insert Date]

Dr. [First Name Last Name]

[Address]

[City, State, Zip]

Dear Dr. [Last Name],

We are pleased to extend an offer for a clinical faculty position in the [Department Name] at [University Name]. After careful consideration, we believe your expertise in [specific area of expertise] will greatly contribute to our mission of excellence in education and patient care.

Your appointment is effective [Start Date] with an academic rank of [Rank Title]. You will be joining a team dedicated to [mention any specific goals, missions, or values of the department].

The terms of your appointment include:

- Salary: [Insert Salary]
- Benefits: [Briefly outline benefits]
- Clinical Duties: [Outline expected clinical responsibilities]
- Teaching Responsibilities: [Outline expected teaching duties]

We request that you confirm your acceptance of this offer by [Date], at which point further details regarding your onboarding process will be provided. Please feel free to reach out if you have any questions or require additional information.

Congratulations! We look forward to welcoming you to [University/Institution Name].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]