

Faculty Appointment Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position as a Full Professor in the Department of [Department Name] at [University Name]. We believe that your exceptional qualifications and experience will greatly contribute to our academic community.

Your appointment is scheduled to begin on [Start Date]. Your responsibilities will include teaching undergraduate and graduate courses, conducting research, and participating in departmental and university service.

This position comes with a salary of [Salary Amount] per year, along with benefits that include [briefly list benefits, e.g., health insurance, retirement plan, etc.].

We ask that you confirm your acceptance of this offer by [Response Deadline], and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]