

[Your University Name]

[Your University Address]

[City, State, Zip Code]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Subject: Offer of Appointment as a Lecturer

Dear [Candidate's Name],

We are pleased to offer you a position as a Lecturer in the [Department Name] at [Your University Name], effective [Start Date]. We were impressed with your qualifications and believe that you will make a significant contribution to our academic community.

As a Lecturer, you will be expected to teach [describe specific courses or subjects], engage in curriculum development, and participate in departmental activities. Your initial appointment will be for [duration of appointment], with a possibility of renewal based on performance and departmental needs.

Your starting salary will be [Salary Amount], payable in [monthly/bi-weekly] installments. Additionally, you will be eligible for [mention any benefits, e.g., health insurance, retirement plans, etc.].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. We are excited about the possibility of you joining our team and look forward to your positive reply.

Should you have any questions regarding this offer or your employment, please do not hesitate to contact me at [Your Contact Information].

Welcome to [Your University Name]!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Your University Name]