

# Faculty Appointment Offer

[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]  
[Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Research Faculty in the [Department Name] at [University Name], beginning on [Start Date]. This appointment is offered at the rank of [Rank] and is subject to the conditions outlined in this letter.

Your primary responsibilities will include conducting research in [specific research area], mentoring graduate students, and collaborating with faculty and staff. You will also be expected to contribute to the department's academic and research programs.

Your annual salary will be [Salary Amount], and you will be eligible for [benefits details, e.g., health insurance, retirement plans, etc.]. A formal contract will be provided separately for your review.

Please indicate your acceptance of this appointment by signing and returning this letter by [Acceptance Deadline]. We are excited about the contributions you will make to our department and the broader academic community.

We look forward to welcoming you to [University Name]. If you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Department Name]  
[University Name]

Agreed and accepted:

[Candidate's Signature] \_\_\_\_\_ Date: \_\_\_\_\_