

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 tenure-track position in the [Department Name] at [University Name], effective [Start Date]. This appointment is contingent upon the successful completion of [any contingencies, e.g., background check, etc.].

Your initial rank will be [Rank, e.g., Assistant Professor], and your annual salary will be [Salary Amount]. You'll be eligible for [any benefits, e.g., health insurance, retirement plans, etc.] as per university policies.

We believe your research and teaching capabilities align well with our academic goals, and we look forward to your contribution to our department.

Please indicate your acceptance of this offer by signing below and returning this letter by [Response Deadline].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]

I, [Candidate's Name], accept the offer of tenure-track position in the [Department Name] at [University Name].

Signature: _____ Date: _____