

Letter of Appointment

Date: [Insert Date]

[Professor's Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear Professor [Last Name],

We are pleased to offer you the position of Visiting Professor in the Department of [Department Name] at [University Name] for the [academic year/semester], commencing on [start date] and concluding on [end date].

This appointment will entail [brief description of duties, e.g., teaching courses, conducting research, etc.]. You will be expected to [mention any specific responsibilities]. We are excited about the expertise you will bring to our department and the valuable contributions you will make to our academic community.

Your compensation for this role will be [mention salary, benefits, and any other relevant financial information]. We will also provide [mention any additional support, such as office space, research funding, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [acceptance deadline]. Should you have any questions or need further information, feel free to contact me at [your contact information].

We look forward to welcoming you to [University Name].

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[University Name]
[Contact Information]

[Professor's Name]

Date: _____